

RCSCC WHITBY

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



ISSUED BY:

**LT(N) A.K. CHERRY, CD
COMMANDING OFFICER
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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 Officers shall ensure that the cadets in their Divisions are familiar with those portions, which are applicable.
3. Should any Officer, Civilian Instructor or Senior Cadet has any doubts as to the course they should take with respect to matters pertaining to corps policy, they should refer these questions to the Commanding Officer via the Executive Officer.
4. All amendments shall be forwarded through normal channels to the Commanding Officer.
5. Where masculine pronouns appear, it shall be understood that feminine pronouns will be equally applied where applicable.

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 (X.O.) is second in command regardless of rank. The appointment as X.O. by the C.O. grants him highest authority over all ship personnel and as such makes him first officer.
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 (O.O.D.) or Duty Officer
5. The Unit Cadet Conflict Management Advisor (UCCMA) is the only exception to paragraph 4. In his function as UCCMA he 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 C.O. Under no other condition is this privilege to be used.
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 X.O. 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 X.O. in advance and are responsible for finding a suitable replacement with the X.O.'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 X.O. 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 (O.O.D.)

4. The O.O.D. is responsible to the X.O. 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 O.O.D. are as follows:

- a. Keep the X.O. 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. Muster duty personnel on the quarter-deck at 18:45 hours on parade nights.
 - i. Ensure duty personnel are issued with proper equipment and supplies to perform their duties, and
 - ii. Brief duty personnel on their duties. On parade nights, ensure that they are prepared and knowledgeable of their duties including Colours and sunset.
- d. Carry out rounds before Colours and periodically thereafter 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 and the outside perimeter of the building/barracks. After evening quarters you will conduct your final rounds and secure all areas.
- e. The O.O.D 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 X.O. or the Officer in Charge (O.I.C.) of the exercise. The O.O.D. shall report all findings as noted on the ship's log to the C.O. upon completion of duty. Refer to Annex "B" for a sample of the ship's log.

- f. The O.O.D. shall ensure that unauthorized personnel are not allowed access to the ship. The O.O.D. shall be responsible for the actions of any personnel he does allow on board.
- g. The O.O.D. is responsible for the general efficiency of the quarterdeck on parade nights.
- h. The O.O.D. shall ensure that the ship's routine is followed and on time as per Annex "C".
- i. The O.O.D. 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.
- j. The O.O.D. shall remain behind until all cadets have safely gone ashore.
- k. The O.O.D. shall undertake such other duties as directed by the C.O. or X.O.

5. Petty Officer of the Day (P.O.O.D.)

5. The P.O.O.D. is directly responsible to the O.O.D. for the performance of his duties and as a minimum, be qualified to the rank of Petty Officer Second Class (P.O.2). The duties of the P.O.O.D. are as follows:
- a. The P.O.O.D. shall keep the O.O.D. informed of all occurrences.
 - b. The P.O.O.D. shall report for duty on parade nights in sufficient time to muster all duty personnel by 18:30 hours.
 - c. The P.O.O.D. shall ensure that all duty personnel are aware of their duties and supervise all work carried out by them.
 - d. The P.O.O.D. shall be available during stand easy to supervise and maintain good order among the ship's crew.
 - e. The P.O.O.D. shall accompany the O.O.D. during rounds.
 - f. The P.O.O.D. will assist the Regulating Petty Officer (R.P.O.) when required in mustering and supervising defaulters.
 - g. The P.O.O.D. shall ensure that all items on loan to duty personnel are returned.
 - h. The P.O.O.D. will supervise the clean-up of all areas of the ship prior to departure.
 - i. The P.O.O.D. will report to the coxswain any irregularities pertaining to discipline, corps policy and morale. He will keep the O.O.D. informed of the same.
 - j. The P.O.O.D. shall undertake such other duties as directed by the O.O.D. or coxswain.

6. Corporal of the Gangway (C.O.G.)

6. The C.O.G. is directly responsible to the O.O.D., however, he will keep the coxswain informed of all occurrences at this station. The minimum rank in this position is Leading Seaman (L.S.) and will take up a position at the brow. The duties of the C.O.G. are as follows:

a. The C.O.G. shall muster on the quarter-deck ready for duty by 18:45 hours. He shall obtain a boatswain's call prior to duty.

b. The C.O.G. is responsible for controlling the gangway, including:

i. Identification of all personnel coming aboard or leaving the ship.

i.e. Personnel coming aboard will:

- Sign in the ship's log, indicating time and purpose of their business.
- Take a position at the brow while you send a messenger to find the party they wish to see.
- Upon arrival by that party, have the messenger escort them directly and only to that party.

Personnel leaving the ship will:

- Sign out the ships log, indicating time of departure.

NOTE: At no time will personnel enter or exit the ship from any other point than the brow. All or any personnel who do are to be reported immediately to the O.O.D. It should also be noted that personnel requesting to speak with a cadet(s) other than their parent or guardian must be approved by the O.O.D.

ii. Ensuring that no unauthorized material is taken ashore.

iii. Controlling the ship's log, refer to Annex "B".

c. The C.O.G. will make pipes and ring the ships bell as per Annex "C".

d. Ensuring the cleanliness of the Gangway and deck areas

e. The C.O.G. shall undertake such other duties as directed by the O.O.D. or the Coxswain.

7. Messenger

7. The Messenger shall stand duty for a period of one week. The minimum rank for this position is Able Seaman (AB). The duties of the MESSENGER. are as follows:

- a. The MESSENGER. is responsible to the O.O.D. through the P.O.O.D.,
- b. The MESSENGER. shall report for duty on parade nights at 18:45 hours,
- c. The MESSENGER. shall be responsible for running messages, collecting attendance records from the D.P.O.'s and presenting the ship's log to the ADM.O. Following sunset.,
- d. The MESSENGER. shall alert the Coxswain of the arrival and / or presence of the C.O.,
- e. and the MESSENGER. shall assume other duties as assigned by the O.O.D.
- f. Procedures for the MESSENGER. are as follows:

1845 Muster on the quarterdeck for briefing by the O.O.D.

1850 Muster in position outside wardroom door.
Collect Attendance records when called by D.P.O.'s and take them to ship's office.
Report to Coxswain when called.

1855 At the X.O./O.O.D.'s request, report to the C.O. and announce Colours as follows:

Knock on the wardroom door, salute remove headdress and then enter wardroom.

Approach C.O.'s cabin and knock on door. The C.O. will announce "ENTER" and you will come in, stand at attention and inform the C.O. "The Executive Officer sends his/her respects, Sir, Ship's company standing by for Colours".

The C.O. will reply with his intentions.

The MESSENGER. will reply "Aye Aye Sir, Request permission to carry on"

When permission is granted, the MESSENGER. will replace headdress, salute and report to the X.O. to inform him of the C.O.'s reply.

After dismissal by the X.O., return to position on the quarter-deck.

When the C.O. comes out, the MESSENGER. will come to attention, salute and announce "Commanding Officer on board, Sir".

1900 Following Colours, the MESSENGER. will take up a position at the brow and assist the C.O.G.

2115 Report to position outside the wardroom.

2122 At the X.O./O.O.D.'s request, report to the C.O. and announce sunset using the same procedure as outlined for Colours.

Following dismissal, report to the O.O.D.

8. Signalman

8. The SIGNALMAN shall stand duty for a period of one week. The minimum rank for this position is Able Seaman (A.S.). The duties of the SIGNALMAN are as follows:

- a. The SIGNALMAN is responsible to the O.O.D. through the P.O.O.D.,
- b. The SIGNALMAN shall report for duty on parade nights at 18:45 hours,
- c. The SIGNALMAN shall raise and lower the ship's Colours on the quarterdeck during Colours and Sunset Ceremonies,
- d. and the SIGNALMAN shall assume other duties as assigned by the O.O.D.
- e. The procedures for the SIGNALMAN are as follows:

1845 Muster on the quarterdeck for briefing by the O.O.D.

1850 Muster in position on deck with ensign and prepare for Colours.

1855 At 5 min to colours the SIGNALMAN shall raise the "Prep" to the top have all halyards clear and ready.

1900 Salute and Report "Colours Sir" (dip the Prep) Pipe, Bugle, or Band begins to play. When the Ensign reaches the top the prep is lowered followed by a Salute and report "Carry-on Sir?" OOD announces "Carry-on" and then secure the halyard.

1905 Proceed to classes.

2115 Report to the quarterdeck and prepare for Sunset.

2125 Same as for Colours, except lower the ensign.

Following dismissal, report to the O.O.D.

1.03 Piping

1. The following instructions apply to the use of the corps' broadcast. Close supervision is essential if the piping system is not to be abused. Corporals of the Gangway are to be directed to write down non-routine pipes to avoid mistakes.

a. The boatswain's call is to be used for all routine pipes. Routine pipes are preceded by the general call and require no amplification i.e. General call "OUT PIPES" not "OUT PIPES - HANDS CARRY ON WITH THEIR WORK".

b. Non-routine pipes are to be kept to a minimum. They are to be made only with the permission of the O.O.D.

c. Amplifications to non-routine pipes such as "AT THE RUSH", "ON THE DOUBLE" or "NOW" are not permitted. Strict control of non-routine pipes will imply that when such a pipe is made, immediate action is required;

d. When a person is to report to a certain place, it shall be piped in the following manner:

ii. Officers

"SUB LIEUTENANT BROWN IS REQUESTED AT THE BROW",

ii. Chief's and Petty Officers

"PETTY OFFICER GREEN IS REQUIRED AT THE BROW", and

iii. LC's and Below

"ORDINARY CADET BLACK, COXSWAIN'S OFFICE";

e. If an incorrect pipe is made, the method of cancelling the pipe shall be e.g. "BELAY SHIP'S COMPANY TO MUSTER". The correct pipe is then made. "BELAY THE PIPE CONCERNING...." or "BELAY THE LAST PIPE..." shall not be used.

1.04 Lost and Found

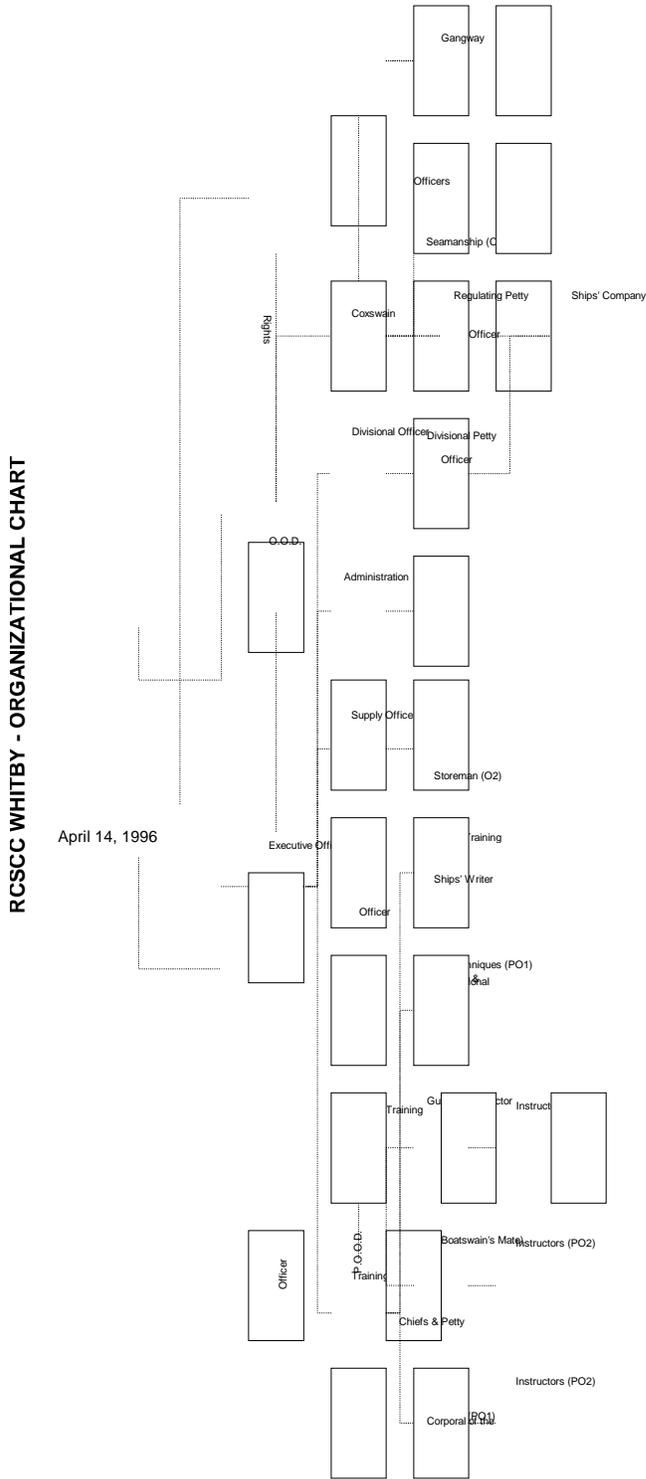
a. Articles lost should be reported to the Cox'n as soon as the loss is discovered.

b. Articles found shall be turned over to the Cox'n.

1.05 Scran Lockers

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

Organizational Chart



Annex "B"

To Chapter 1
SSO/SOP

Ships Log

-Omitted-

Annex “C”

To Chapter 1
SSO/SOP

<u>Time</u>	<u>Routine</u>	<u>Ships Routine</u>	<u>Action</u>
1830	All Hands Report to Barracks		None
1845	All Hands Muster for Inspection/Roll Call		RPO
1850	Markers		Bugle / Pipe
1855	Divisions (Prep is Raised all Hands Fall in)		Pipe
1858	Officers Call		Bugle / Messenger
1900	Colours		Bugle / Pipe
1910	Classes (Period 1)		Bugle / Pipe
1945	Stand Easy (Muster Defaulters and Requests)		Pipe
2000	Classes (Period 2)		Bugle / Pipe
2030	Classes (Period 3)		Bugle / Pipe
2110	Secure from Classes (Prepare for Divisions)		Bugle / Pipe
2115	Markers		Bugle
2116	Divisions (All Hands Fall In)		Pipe
2118	Officers Call		Bugle / Messenger
2120	Sunset		Bugle / Pipe
2123	Closing Remarks and Announcements		C.O. / X.O. / Coxswain
2130	Liberty Boat (All Hands Fall In to Go Ashore) Duty Watch Secure		Bugle / Pipe
2140	Secure (All Hands Ashore)		Bugle / Pipe
NOTE: 1 minute prior to the completion of Classes or Stand Easy, it shall be piped, “one minute to”, as follows:			
1944	Secure from Classes, one minute to Stand Easy		Pipe
1959	Secure from Stand Easy, one minute to Classes		Pipe
2029	Secure from Classes, one minute to Period 3		Pipe
2109	Secure from Classes, prepare for Divisions		Pipe

CHAPTER 2 Colours and 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 (D.P.O.'s)
- d. Attendance picked up by MESSENGER.
- e. D.P.O.'s report to RPO
- f. Coxswain takes over from RPO
- g. The "Prep" is then raised to the top.
- h. Coxswain sends MESSENGER. to report to the OOD. that the ship's company is standing by for Colours.
- i. OOD. falls in and takes over parade from Coxswain.
- j. DS salutes and announces " Colours, Sir"
- k. The "Prep" is dipped.
- l. OOD. faces ship's company Aft.
- m. C.O.G. announces "Colours Sir, 2 Bells"(if available)
- n. The "Prep" is lowered.
- o. X.O. orders "Very Well, Make it so"
At which time, one of the following will take place:
 - i. C.O.G. will "PIPE THE STILL", or
 - ii. Bugler will sound the alert and play General Salute, or
 - iii. Band will sound the alert and play General SaluteNote: If Guard is on parade, the alert is not played. Guard Commander (G.C.) will order "General Salute, Present Arms".
- p. DS At the completion of Colours the "Prep" will be hauled down
Salutes and reports "Carry on Sir"
- q. OOD orders " Pipe the Carry On"
At which time, one of the following will take place:
 - i COG will Pipe the "Carry On"
 - ii Bugler will sound the alert and play "Carry On".Note: If Guard is on parade, the G.C. will order "Slope Arms".
- r. OOD. faces the ship's company towards the Dias.
- s. Following the C.O.'s address to the ship's company, he will announce his departure to the X.O.
- t. The X.O. will bring the ship's company to attention.
- u. X.O. 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 Sunset shall be the same as for Colours, except:

- a. Attendance is not taken.,
- b. "No Bells" is announced by the C.O.G.,
- c. The Band or Bugler will play "Sunset".

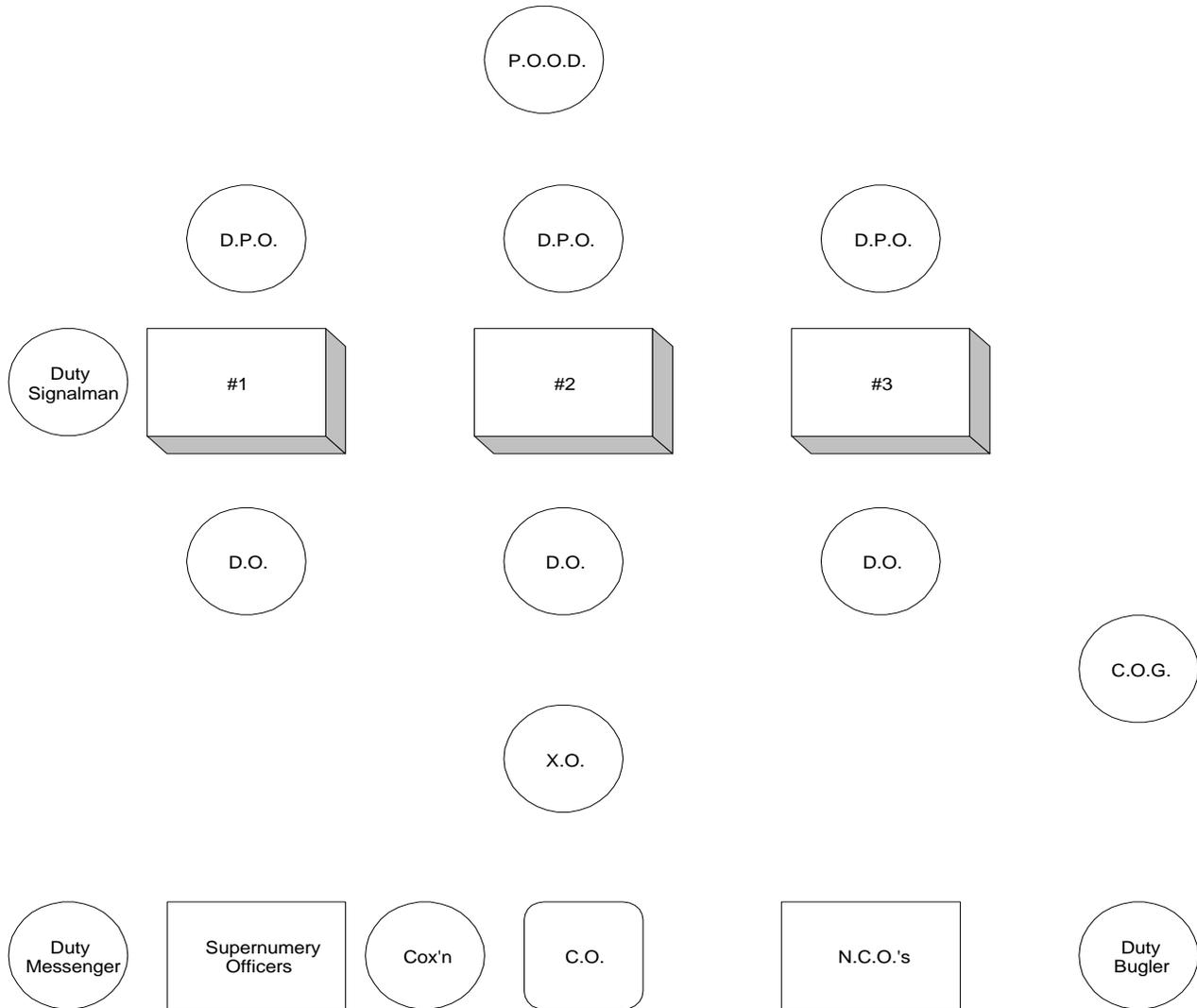
4. Naval tradition dictates that the ship's bell be struck on the hour or half hour. For the purpose of pomp and ceremony, the C.O.G. will perform the duty during the last dog and first watches as per Paragraph 1.

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 high standard of military behaviour is expected from all personnel and strict discipline will be maintained to achieve this standard.

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 high standard of dress at all times. The dress of the day will be published in Routine Orders. Changes will only be made with the authority of the Executive Officer. Orders of dress are published in dress regulations according to CATO Vol. III Section 35.01.

4. P&RT (now known as PT) rig (shorts, tee shirts, and running shoes) may be worn only when participating in organized P&RT activities or by PERI (sports instructor) personnel on duty.

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.

Restricted Access

6. The following areas on board are out of bounds to cadets unless part of an organized party under supervision or when there is a duty requirement:

- I. the ship's office;
- II. the training office;
- III. jetty and waterfront areas;
- IV. Officer's wardroom and P.O.'s mess; and
- V. Any area prescribed by the C.O.

Conduct in Classrooms

7. 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 budget and may in turn be charged to those responsible if circumstances warrant. Any damage will be reported immediately to the instructor.

8. 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

9. Cadets who do not phone in to be excused will on their third time will be given a written warning of discipline. The X.O. upon confirmation to this will immediately advise the Commanding Officer and will indicate on the cadet's Personal folder.

Fraternization

10. 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 wilfully uses Drugs, Alcohol or Tobacco, or is in possession of it will be subjected to administrative action by the X.O. and released 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.

4. Any cadet who wilfully 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 X.O. 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 Table 1 and 2 of this article.

Table 1 - Explanation of Severity

No.	Action	Chief's & P.O.'s	L. C's	Cadets below L.C.	Authority Required
1	Release	Yes	Yes	Yes	C.O.
2	Reversion	Yes	Yes	Yes	C.O.
3	Loss of privilege of attending summer training.	Yes	Yes	Yes	C.O.
4	One half hour extra work	No	No	Yes	C.O. up to 4 days or X.O up to 2 days or O.O.D. for one day.
5	One half hour extra PT	No	No	Yes	C.O. up to 4 days or X.O up to 2 days or O.O.D. for one day.
6	Loss of privilege of using rifle range, or comparable corps facility, for one month.	Yes	Yes	Yes	X.O or C.O.
7	Reprimand by C.O.	Yes	Yes	Yes	C.O.

Table 2 - Penalties for Misconduct

Misconduct	Severity
Absence and breaking out of ship:	
1. Absence from drill (repeated or prolonged)	1
2. Breaking out of ship	3
3. Being late for drill	4
Deception	
1. Making false charges	1
2. Giving false evidence or lying	1
3. Answering call for another with intent to deceive	4
4. Obtaining leave under false pretensions	4
Dirtiness and Untidiness	
1. Committing a nuisance	4
2. Not being properly dressed or being dirty or slovenly in person or dress	5
Alcoholic Beverages	
1. Carrying or drinking alcoholic beverages	1
Duties, Neglect or Avoidance of	
1. Slackness or improper performance of command duties	5
2. Not answering muster	5
3. Inattention to drills or exercises	5
Good Order, Offences Against	
1. Gambling	2
2. Making a noise or talking in ranks	5
3. Spitting about the decks	4
4. Contributing towards an untidy ship	4
5. Cursing, swearing or making use of obscene language	2
Insubordination, quarrelling or fighting	
1. Wilful disobedience	1
2. Disrespect towards superiors	2
3. Inattention to, or neglect in carrying out orders	4
4. Fighting or quarrelling	2
5. Tending to create bad feelings	1
Miscellaneous	
1. Theft	1
2. Wilfully destroying or breaking equipment or gear	1
3. Repeated misconduct	1
4. Carelessness with respect to arms	2
Fires	
1. Negligently using fire or lights	2
Uniform, Improper use of	
1. Wearing without authority	1
2. Any act which brings disgrace or discredit upon the uniform	1
Life-Saving Equipment, Improper use of	
1. Tampering with or wilfully damaging	1
2. Disregard of regulations regarding wearing	2

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. Chiefs defaulters will be held. The RPO shall ensure that the accused, all witnesses and the accused's DPO are present for the charge. If the Chief finds the accused guilty, he/she may award the following punishments:
 - a. extra drill;
 - b. additional duty;
 - c. report to the RPO on Wednesday at 1830 for inspection in C1 order of dress; and
 - d. any additional minor punishment the Chief may see fit to award.
3. For offenses that the Chief cannot award punishment for, he/she shall refer it to the X.O. for action. The RPO shall insure that all personnel are present including the accused's DO. It is the responsibility of the DO to ensure the accused is aware of his rights.
4. In section 3.03 to this chapter is a list of offenses under SSO/SOP. Cadets do not come under the Code of Service Discipline but are expected to adhere to all orders and regulations related to military discipline. Procedures for charge parade are detailed in Article 3.06 of this chapter.

3.05 Requests

1. All requests shall be forwarded through the divisional system using a request form (Annex "B").
2. All cadets have the right to see the Commanding Officer if they feel that they have been unfairly treated. The Redress shall be forwarded throughout the divisional system.

3.06 Charge Parade Routine

1. Defaulters are handled by the Coxswain and the Regulating Petty Officer.
2. Defaulters are marched in one by one to the Cox'n by the R.P.O.
3. Appropriate action will be taken by the Cox'n.
4. Defaulters of a more serious nature will be seriously dealt with by the X.O.
5. Defaulters take place at stand easy on the Quarterdeck.

RCSCC WHITBY REQUEST FORM

REQUEST FORM

(All requests shall be passed on to your Divisional Officers through your Divisional Petty Officer)

(First Name) (Last Name)

Rank: _____

Division: _____

Date: _____

Request: (State reason for request)

Signature: _____

Remarks of Divisional Officer:

Signature (D.O.) _____

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 a canteen P.O. to operate it. Eating and drinking shall be confined to those areas and all personnel will ensure that the area is kept clean. The P.O.'s mess will post the hours of operation.

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, with the knowledge of their divisional officer 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.

4.02 Petty Officers Mess

1. General

The mess is an area assigned to the Chief of the Corps' Petty Officers to afford them an area where they may meet and relax during times other than when their duties require their presence.

2. Mess Membership

All corps Petty Officers from the rank of Petty Officer Second Class (P.O.2) to Chief Petty Officer First Class (C.P.O.1) is eligible for membership.

3. Mess Executive

The mess executive shall, as a minimum, consist of:

- a. Mess President - The senior member of the Mess. The Coxswain always holds this position.
- b. Mess Vice-President - A mess member elected by a majority vote to act as mess president during absences of the mess president and to be responsible for the disbursement of mess funds.
- c. Mess Secretary - A mess member elected by a majority vote to record minutes of mess meetings and to ensure the subsequent publication and distribution of the minutes.

Note: The mess may elect other members to the executive to function as treasurer, and entertainment coordinator, but are not limited to only these.

4. Summer Months

For the purpose of this document, summer months shall be defined as the months of June, July and August.

5. Mess Meetings

- a. The Mess shall conduct an annual meeting during the month of September to elect the Mess Executive as required. The election of the Executive shall conform to the procedure for all the mess decisions as outlined in Paragraph 3 of this document. The annual meeting should also determine what committees should be formed for the upcoming training year. All dues for the upcoming training year shall be established at the annual meeting.
- b. The Executive Officer shall be present with a duly signed copy of the minutes of the meeting as per Paragraph 7. Monthly mess meetings shall be conducted during the first week of each month in order to conduct mess business. In order to conduct a mess meeting the Mess President, the Mess Vice-President, the Mess Secretary and sixty percent of all the mess members must be present.

6. Mess Vote

Any decision arrived at by the Mess shall be determined by a majority vote of all mess members present consistent with paragraphs 5.01 and 5.02. Unless these conditions are met, the decision shall be considered void.

7. Mess Minutes

All decisions arrived at by the Mess shall be recorded on minutes which shall be presented to the Executive Officer no later than one week after the mess meeting. The Mess President and the Mess Secretary shall duly sign the minutes of the meeting.

8. Mess Funds

a. All Mess funds shall be deposited in a chartered bank. Two members of the Mess shall be required to hold financial signing authority for the Mess account; one being the Mess President and the other one being the Mess Treasurer. Signing authority shall require two signatures to release funds.

b. Financial accounts shall be maintained by the Treasurer in a form, which will provide an appropriate audit trail. Financial records concerning all revenues and expenditures shall be provided to the Executive Officer along with the minutes of each mess meeting.

9. Mess Fees

All Mess fees shall be paid in the following manner:

- a. A joining fee as identified at the Annual meeting; and
- b. A monthly fee for membership as identified at the Annual meeting.

These Mess fees shall be due and payable upon becoming a Mess member and on the first day of each month thereafter with the exception of the summer months.

10. Coordination of Activities

The Mess shall be responsible for the operation of the ship's canteen and for coordinating dances and other activities on behalf of the Commanding Officer.

11. Guests in the Mess

- a. Civilian guests will not be invited into the Mess under any circumstances.
- b. Generally Officers are not permitted to enter the Chiefs and Petty Officers Mess. The exceptions to this rule are that the Duty Officer may enter the mess to perform his duty and address the mess on those occasions that warrant use of the mess as a meeting area. The C.O. and the X.O. are permitted at their request.
- c. Junior Cadets at and below the rank of Leading Cadet is not allowed in the Chiefs and Petty Officers mess under any circumstances other than as a member of a duty party.

12. Dress in Mess

Caps, web belts and weapons shall be removed while in the Mess. Cadets shall be in uniform while in the mess unless proceeding ashore.

13. Conduct in Mess

General conduct in the mess shall be to the standard expected of a Petty Officer. Should any problems arise insofar as behaviour is concerned, that individual will be suspended from mess privileges by the Mess President for a period not less than two weeks and not more than six weeks as decided by majority vote at the next mess meeting.

14. Suspension from Mess

In order to be reinstated as a mess member in good standing an individual must repay the joining fee as identified in paragraph 9a.

15. Condition of Mess

The mess shall be kept in good repair and in a clean state at all times. All mess members are responsible for the cleanliness of the mess. The Mess President shall be held responsible for the mess when the Duty Officer does his rounds.

16. 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 a mess dinner for all Leading Cadets, NCOs and Officer's once a year with proper notice and funding available.

17. 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 Chiefs and Petty Officers Mess.

18. Commanding Officers Authority

The C.O. will be kept informed by the X.O. on all matters pertaining to the P.O.'s mess. His approval is required for any change to these orders or decisions made by the mess executive.

CHAPTER 5 Divisional Point System

5.01 Introduction

1. General

- a. Cadets will be assessed throughout the Training Year on their overall merit. This will allow a method of determining cadet and also divisional awards. The Divisional Point System (D.P.S.) shall be used to determine these results.
- b. The Divisional Point System although quite detailed, will at times present exceptional cases which do not fall into normal situations of assessment. In those situations the decision of the C.O. will be final.

2. Purpose

- a. To assess each cadet's performance through their involvement with regular training and extra-curricular activities. The results of these assessments will determine selection of Cadet Awards, Best Division, and Cadet of the Month and also will determine selection of cadets who will be invited to attend training weekends, corps trips, etc.
- b. The X.O. will be responsible to post Divisional Point Standings on a bi-monthly basis. As each cadet will undoubtedly endeavor to achieve top marks in their assessment, the X.O. will post on a monthly basis the Best Cadet of the Month.
- c. Criteria to determine these results will be assessed by each cadet's Dress, Drill, Deportment (Conduct), Attendance, involvement in extra corps activities and new entry enlistment. All cadet final assessments for awards and promotion at the end of the regular training year, must also include test results and successful completion of a project as designated by the Training Officer.

3. Organization

- a. Each cadet will be assessed by all corps Officers, C.I.'s and C.V's. If a cadet requires assistance or evaluation as to their progress, the normal chain of command will be adhered to. i.e. through their D.O.
- b. Divisional Officers will be responsible for submitting monthly reports to the X.O. by the first Wednesday of the following month based on the criteria in Annex "B".
- c. The X.O. will tabulate these reports with his own comments and submit these results to the C.O. for final approval. The X.O. will then post these results as early as possible.

5.02 D.P.S. Cadet Evaluation Breakdown

1. General

The cadets monthly assessment form (Annex "A") to this chapter shall be used to tabulate each cadet's score. The criteria and method for evaluations as follows:

2. Dress

a. Their D.O. out of a mark of 20 will assess each month cadets on the dress inspection form (Annex "B"). A maximum of 2 points per infraction may be assessed and deducted from the max. 20.

- 20 = Excellent dress inspection for this cadet
- 17-19 = Very good but needs improvement
- 15-16 = Acceptable but not tolerable - D.O. take heed!
- 0-14 = Totally unacceptable - Below standard - X.O. take notice!

b. Periodically the C.O. will conduct his own inspection of the Ships Company called Ceremonial Divisions (C.D.'s). All imperfections in Dress, Drill and Department will be assessed and conveyed to the X.O. The C.O. does not accept imperfection well and as a result will convey his comments accordingly to the X.O. Cadets who continually under achieve the desired standard of Dress, Drill and Department will be dismissed.

3. Drill

Cadets will be assessed for Drill through drill classes, the D.O.'s monthly evaluation within the Division, C.D.'s, and during normal parade routines. Cadets who wish to expand or perfect their Drill performance are invited to attend the Competition Drill Team tryouts, which will be announced through Routine Orders.

Drill assessment will be evaluated on a monthly basis as indicated in Annex "B" by the D.O. out of a mark of 20. Consideration will be given to each cadet's level of instruction. i.e. a 1st year cadet will be marked according to 1st year level of training. Cadets should take note that their monthly mark of achievement is assessed in the same manner as shown in paragraph 2a.

4. Deportment

- a. Cadets are evaluated at all functions pertaining to the corps for their conduct. It is also possible for cadets to be evaluated on their conduct at un-related corps activities if it is deemed possible that the conduct of a cadet does not reflect favourably towards the Sea Cadet Program. As a cadet you must always be aware that you are in the eye of the public.
- b. Included in SSO/SOP chapter 3 Annex "A", is a list of punishable offenses and actions that may be taken. This annex implies the action to be taken with respect to the misconduct or defaulters charged to a person. The Divisional Point System will deduct or penalize each cadet who is placed on Charge or Defaulters and deduct these points from their monthly assessment. In other words, a cadet who has been assessed during a given month as the Top Cadet may be de-throned due to demerit points deducted through their misconduct.
- c. Demerit points will be deducted in accordance with the table listed in Annex "A", chapter 3 as follows:

<u>Severity</u>	<u>Demerit Points</u>
1	Dismissal from the corps
2	50 or dismissal
3	40
4	30
5	20

- d. Each cadet will be assessed a monthly mark for deportment on Annex "A". This mark has no limit and will represent the total of demerit points lost for that month. This mark will then be deducted from the cadet's monthly assessment total.
- e. The Divisional Monthly Report (Annex "C") will indicate the total demerit points lost by all cadets in that division. This total will then be deducted from that division's overall score.
- i.e. cadets who lose 40 demerit points will be deducted as follows:
40 marks from the cadet's individual monthly assessment
and 40 marks from the cadet's division's assessment.

Any cadet who is continually delinquent will face dismissal from RCSCC WHITBY.

5. Attendance

a. The Officers and Civilian Volunteers must always be accountable for their attendance. The C.O. requests from his staff via the Chain of Command that they convey in advance any change in status to their attendance. Conversely cadets must also be accountable for their attendance. Simply stated, "Any cadet, who gives indication, written or verbally their interest to participate in any cadet activity, must notify in advance the person in charge via the Chain of Command, any change in status to their attendance". Failure to comply will result in a loss of demerit points and being placed on charge. Any cadet who continually abuses this privilege will be dismissed!

b. The maximum any cadet may earn per month for attendance is 20 or a perfect monthly attendance mark. Each activity that a cadet is absent without leave (AWOL), five points will be deducted. When a cadet deems it necessary to be excused and notifies the Officer in Charge (OIC) via the Chain of Command, he/she will be given credit and will not lose any points.

c. Cadets who require to be excused, 2 consecutive times or longer, will be asked to request a Leave of Absence (LOA), written out properly and forwarded through proper channels. Again, an LOA will still give you credit and no points will be deducted but in all fairness, you will not be eligible for the Perfect Attendance Award. Also, any cadet who is absent with leave (AWL) for 1 or more parade nights will not be eligible for the Perfect Attendance Award. The C.O. in writing through proper channels must approve the only change to a cadet's award eligibility.

d. For all corps activities the OIC will take attendance. Any cadet or cadets who are AWOL from activity other than a regular parade night will be written up and passed onto the X.O. who will distribute with comments to the respective D.O. for assessment. Attendance on regular parade nights will be administered through normal channels.

6. Extra Activity Involvement

a. Whitby Sea Cadet Corps offers a wide variety of training activities and special events, which allow the cadet the opportunity to get involved and enjoy doing so. These activities or events are summed up less than one heading to be known as, Extra Activity Involvement and as such each cadet is urged to participate and earn bonus marks which will be included with their assessment each month on the form as in Annex "A".

b. The heading, Extra Activity Involvement will be divided into two categories as follows;

i. Part 2 or Optional training subjects:

Activities included in this category are, Band, Guard and Drill teams, also teams in Swimming, Shear Legs, First Aid, Rifle (Range) Shooting and Seamanship Quiz. Included also in this category are Specialty Groups which participate year round on projects such as Yearbook, Newsletter, Photography and Fundraising.

Assessment: Each subject in this category will be worth 10 marks and will be assessed from a cadet's interest, involvement, dedication, participation and performance.

ii. Extra-Curricular activities or events:

This category evaluates a cadet's involvement with Tag Days, Poppy Sales, Corps Recruiting Days, Remembrance Day and Battle of Atlantic parades, Work parties, Christmas banquet, Awards dinner, Annual inspection rehearsals and Citizenship Activities.

Assessment: Each activity or event in this category will be worth 15 marks and will be assessed from a cadet's Commitment (to duty), Participation (as a team player) and Performance (of duty to achieve its completion).

The X.O. will be responsible for administering cadet assessments listed in paragraph 6b. The O.I.C. of the training activity or event will submit their final assessment results to the X.O. on the Cadet Monthly Assessment from (Annex "A"). The frequency for submitting assessments will be as follows:

Paragraph 6b part i. - Submitted Monthly

Paragraph 6b part ii. - Submitted following the activity or event.

Not all activities will require full uniform to be worn however, a Dress Code is in force at all times as per Routine Orders, Operation Orders or as determined by the O.I.C.. The O.I.C. will insure that any cadet who deviates from the Corps Standard for Dress, Drill and Deportment, will be placed on Charge or Defaulters and dealt with through normal channels.

7. New Entry Enlistment

a. All cadets are urged to encourage and invite their friends, relatives and acquaintances to become members of RCSCC WHITBY. Any cadet who registers a New Entry for enlistment will be awarded 25 marks on their monthly assessment for each month the recruit remains (maximum of 3 months). This New Entry must remain a registered member of the corps a minimum of 12 weeks or the bonus marks will be deducted. New Entry bonus marks will also be included on the Divisional Monthly Report and as such serves as a simple method to accumulate bonus marks and achieve the Best Division Award.

b. Administration of these bonus marks will be coordinated by the X.O. When the recruit graduates from the New Entry Program, the New Entry Officer will advise the X.O. who in turn will authorize placement of the recruit to a division.

8. Divisional Competitions (Inter Corps)

Throughout the regular training year, various types of competitions will be authorized between Divisions. The winning division from each of the competitions will earn 50 bonus merit points, while the losing division gets none.

The X.O. will be responsible for administering these marks on the Divisional Monthly Report (Annex "C"). These bonus marks will not be assessed to any cadet's individual assessment.

5.03 Divisional Evaluation

1. General

The X.O. will establish deadlines from his Officers, C.I.'s and C.V.'s for completion of D.P.S. Administration. From the information received, the X.O. can then tabulate the performance of each cadet and finally, each division on a monthly basis.

2. Divisional Monthly Report

a. The X.O. shall use the Divisional Monthly Report (Annex "C") to comment on each division's progress and report divisional points evaluated. To complete this report, the X.O. will utilize information from the following sources;

- I. Cadet monthly assessment form (Annex "A")
- II. Divisional attendance register
- III. Defaulters log / reports
- IV. Training Officer for divisional competitions
- V. Dress inspection report (Annex "B")

b. The X.O. shall complete the Divisional Monthly Report on a monthly basis and issue it to each Divisional Officer for discussion at the next X.O.'s meeting. A copy of these reports is sent to the C.O.

c. Divisional Officers shall discuss these reports with the D.P.O.'s and together concentrate their efforts on weak areas.

3. Divisional Point Standings

a. The X.O. shall use the Divisional Point Standings form (Annex "D") to report monthly overall scores for each division. He will also report the overall Top Cadet with comments for each month as determined from the Cadet Monthly Assessment form (Annex "A").

b. The divisional point standings shall be updated each month and posted on all ship bulletin boards.

c. Divisional Officers should take best advantage of these results to motivate members of their divisions.

d. The X.O. is responsible for ensuring that the Top Cadet of the month award is updated monthly with the names of the recipients.

5.04 Cadet Year End Final Assessment

1. General

The X.O. is responsible for assessing each cadet's progress during the training year. The information received each month on Annex "A" will be accumulated and converted to determine final scores in all categories.

2. Purpose

a. These final scores will be recorded on the cadet year-end final assessment sheet (Annex "E"). The results obtained 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. Promotions.

b. Divisional Officers should utilize these final statistics to;

- I. Tune in to troubled areas of their divisions, and
- II. Make selections for various awards.

3. Award Selections

a. The X.O. having completed the cadet assessment portion of Annex "E" will forward copies to each D.O. The D.O. will indicate award nominations on their copy and return it to the X.O. in a timely fashion as prescribed by the X.O. D.O.'s will utilize the resource outlined in paragraph 4a when selecting their nominations.

b. The X.O. 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. Any one not in attendance will forfeit their vote. Vote by proxy is unacceptable. The criteria for selection shall be as per Annex "F".

c. At this meeting, nominations for Most Outstanding Cadet will be accepted and voted upon by all in attendance. Three nominations, one from each division and one from the senior NCOs shall be forwarded to the C.O. by the X.O. with copies of Annex "E".

d. The C.O. and X.O. will make the final selection for most outstanding cadet and best division.

e. Award selection in all categories will be forwarded to the C.O. by the X.O. as early as possible for his approval. No awards shall be presented without the C.O.'s prior approval.

4. Award Resources

- a. When selecting award nominations, D.O.'s will utilize all resources available. As a D.O. you must ensure that all bases are covered and thus highest achievement is rewarded in each category by the cadet most deserving in your division. The following resources are to be used by D.O.'s for selection of award nominations;
- I. Criteria for award selection (Annex "F") which outlines the requirements in each category,
 - II. Cadet final assessment scores from Annex "E",
 - III. Divisional attendance reports,
 - IV. Defaulters log,
 - V. Top cadet of the month as per Annex "D",
 - VI. Recommendations from Officers, C.I.'s and C.V.'s in charge of special teams or extracurricular activities, and
 - VII. The Coxswain.
- b. The selections you make must be fair, sound, without prejudice and without remorse.

5. Award Presentations

- a. All yearly achievement awards will be presented annually on two occasions as indicated in Annex "F".
- b. An awards dinner will take place during the week prior to the annual inspection. At this time, awards listed in paragraph 1 of Annex "F" shall be presented.
- c. At the annual inspection time will be allocated to present to most prestigious awards as listed in paragraph 2 of Annex "F".

6. Protests and Appeals to Award Selections

- a. It is the responsibility of all cadets to review their progress in the D.P.S. each month via normal channels. When monthly assessment reports are posted, you as a cadet should verify that all scores pertaining to you are accurate. If not, find out why!
- b. The X.O. will complete Annex "E" at the end of April from all monthly reports received (Annex "A"). No protests or appeals will be accepted after this month except from D.O.'s in exceptional situations where an oversight is discovered. The D.O. will forward a written report to the X.O. prior to the meeting outlined in paragraph 3b. At this meeting, the X.O. will present his decision.

CADET MONTHLY ASSESSMENT FORM

106 R.C.S.C.C. - DRAKE CADET MONTHLY ASSESSMENT FORM		DIVISION: _____ DIV. OFFICER: _____ DATE: _____ SHEET _____ OUT OF: _____	
CADET NAME	DRESS /20		
	DRILL /20		
	ATTENDANCE /20		
	BAND		
	GUARD		
	DRILL		
	SWIM		
	SHEAR LEGS		
	FIRST AID		
	RANGE		
	SEAMANSHIP QZ		
	YEARBOOK		
	NEWSLETTER		
	PHOTOGRAPHY		
	FUNDRAISING		
	TAG DAY		
	RECRUITING		
	POPPY SALES		
	Nov. 11 / B of A		
	FUNDRAISING		
	WORK PARTY		
	XMAS PARTY		
	XMAS SKIT		
	AWARDS DINNER		
	INSPECTION		
	ENLISTMENT		
	TOTAL SCORE		
	LESS DEPARTMENT		
	FINAL CADET MARK		
SUB TOTAL			
DIVISION TOTAL			
		E.A.I. TOTAL MARK:	

X.O.'s COMMENTS: _____

DIVISIONAL MONTHLY REPORT

226 R.C.S.C.C. WHITBY DIVISIONAL MONTHLY REPORT		
MONTH: _____ DIVISION: _____ ASSESSED BY: _____		
SECTION	REMARKS	PTs
DRESS		/100
		/100
DRILL		
ATTENDANCE		/100
E.A.I.		NO LIMIT
COMPETITIONS		NO LIMIT
ENLISTMENT		NO LIMIT
SUB TOTAL		
DEPARTMENT		LESS
ASSESSMENT		

DIVISIONAL POINT STANDINGS

106 R.C.S.C DRAKE DIVISIONAL POINT STANDINGS						
MONTHS	POINTS PER MONTH		TOTAL POINTS TO DATE		CADET OF THE MONTH	
	CRUSADER	ONTARIO	CRUSADER	ONTARIO	NAME AND RANK	COMMENTS
SEPTEMBER AND OCTOBER					SEPT. TOP CADET OCT. TOP CADET	
NOVEMBER AND DECEMBER					NOV. TOP CADET DEC. TOP CADET	
JANUARY AND FEBRUARY					JAN. TOP CADET FEB. TOP CADET	
MARCH AND APRIL					MARCH TOP CADET APRIL TOP CADET	

CRITERIA FOR AWARD SELECTION

1. The following awards will be presented at the annual awards dinner:

a. PERFECT ATTENDANCE:

100% attendance is required from first to last parade prior to presentation.

NOTE: No limit as to number of recipients.

b. MOST IMPROVED CADET:

Requirement: As per D.P.S. and goes to a cadet other than a senior NCO. Only one nominee per division is allowed.

c. BEST JUNIOR CADET:

Requirement: AA+ as per D.P.S. to L.C. and below must demonstrate high standards in all areas as per final assessment.

d. BEST MARKSMAN:

Requirement: Highest average range score including competition, D.P.S. standing must be AA.

e. MOST IMPROVED BANDSMAN:

Requirement: As selected by Band O for most overall improvement. D.P.S. standing must be AA.

f. HIGHEST MARK PHASE 1

Requirement: Highest average mark from all testing and projects towards promotion. D.P.S. standing must be AA

g. HIGHEST MARK PHASE 2

Requirement: Highest average mark from all testing and projects towards promotion. D.P.S. standing must be AA

h. HIGHEST MARK PHASE 3

Requirement: Highest average mark from all testing and projects towards promotion. D.P.S. standing must be AA

i. HIGHEST MARK PHASE 4

Requirement: Highest average mark from all testing and projects towards promotion. D.P.S. standing must be AA

j. MOST OUTSTANDING SAILOR:

Requirement: Must demonstrate outstanding skills in sailing, seamanship, leadership and confidence on water. D.P.S. standing must be AA.

k. SAILING:

Requirement: Most improved sailing abilities, practical and written during the year. D.P.S. standing must be AA.

I. SHIPMATES:

Requirement: Determined by a selection from both divisions in a voting process

m. ATHLETIC:

Requirement: Demonstrates most improved athletic skills through the year from all corps supported sports activities and competitions. D.P.S. standing must be AA.

n. CITIZENSHIP:

Requirement: The most dedicated service to corps or community sponsored volunteer projects, includes Tag Days, Poppy Sales, United Way, Bugler, Boatswain, Sentry, aid to senior citizens, aid to handicapped, navy league corps and any volunteer environmental projects. D.P.S. standing must be AA.

o. FUNDRAISING:

Requirement: Most sales through all fundraising drives through the year. D.P.S. standing must be AA.

p. BEST GUARDSMAN:

Requirement: As selected by the Guard Officer for best improvement by a guard member. D.P.S. standing must be AA.

q. BEST DRILL MEMBER (WITHOUT ARMS):

Requirement: As selected by the Drill Officer for best improvement by a drill member. D.P.S. standing must be AA.

2. The following awards will be presented at the annual inspection:

a. BEST NEW ENTRY:

Requirement is best overall recruit during the new entry program using the D.P.S.

c. BEST BANDSMAN:

Requirement: As selected by the Band Officer for the best overall band member. D.P.S. standing must be AA.

e. COMMANDING OFFICERS CUP:

Requirement: As per D.P.S. to all cadets selected by the C.O. and X.O. only. Nominees must demonstrate excellent average level as per year-end final assessment form. This award is not normally granted to a rank below L.C. unless exceptional merit prevails above all others.

f. BEST DIVISION:

Requirement: Best overall performance by an entire division through the year as per D.P.S. and divisional competition. The final selection is made by the C.O. and X.O. only.

e. BEST DRESSED CADET:

Requirement: As selected by the reviewing officer at the annual inspection.

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 monthly and will include the weeks which contain any day of that month as shown in the example following,
i.e.; 30 Apr - 5 May
6 May - 12 May
13 May - 19 May
20 May - 26 May
27 May - 2 Jun
- c) Routine Orders will be issued by the Commanding Officer and posted by the Admin O. Refer to Annex "A" for a sample.
- d) The Admin O. is responsible to maintain that at all times; Routine Orders are posted to indicate a minimum of two (2) weeks following the current week or three (3) weeks consecutive.
- e) Submissions for Routine Orders must be received no later than the fifteenth (15th) of each month for publication the following month.
- f) From time to time submissions will be received after the 15th and / or after publication, i.e.; Santa Claus Parade. The Admin O. will determine the relevancy of the notice and if applicable, add it to the R.O.'s with the date of addition as follows,
i.e.;

UPCOMMING EVENTS

- *(Added to RO's) Santa Claus Parade on Sat 05 Dec from 1100-1500 hrs meet at barracks in full
22 Nov. Uniform at 1100 hrs. Permission forms must be returned by Wed 02 Dec.

6.02 Sea Cadet Promise

- a) All cadets upon graduation from the New Entry Program 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 (Annex "B").
- b) This ceremony will only be performed by the Commanding Officer who upon doing so will signify on the cadets Document folder, the date the ceremony was witnessed.
- c) When this ceremony has been completed, the cadet will be presented with a badge of the corps crest.
- d) 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.
- e) Any cadet, who is currently active within the Cadet Program but wishes to transfer to RCSCC WHITBY, will be required to state the Sea Cadet Promise as proof of his / her allegiance to RCSCC WHITBY.

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 ASLt 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; one must come to attention and reply the same as for an Officer. Civilian 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 Chief / PO / LS / AS and if negative the response will be "no" followed by their rating.
- 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 earned a position granted by the C.O.

6.04 Divisional Names

- a) Effective 01 Dec 2013, the names of Divisions 1 and 2 will be "FURRIOUS" and "MACKENZIE" respectfully.
- b) These names will not be changed under any circumstances.
- c) As the Ship's name WHITBY remains consistent, so shall the divisional names which will increase Esprit-De-Corps amongst rival divisions for decades to come.
- d) As corps growth is anticipated, a third and fourth name for divisions will be determined, and as such will also be retained for future consistency.

6.05 Permission Form

- a) The Permission Form will be used to gain parental authority or permission for the purpose of allowing their child the opportunity to attend a cadet training exercise, special event or parade, and / or competition.
- b) Annex "C" is a general purpose form where information such as timings, place of departure and arrival, cadet personal equipment, assistance from parents for transportation as well as the name and contact number of the OIC for the event or exercise.
- c) The O.I.C. of each exercise is responsible to issue each cadet who is attending his or her exercise a permission form in advance of the exercise, generally two (2) weeks in advance.

ROUTINE ORDERS

RCSCC WHITBY ROUTINE ORDERS

Last Order No: 00

This Order 01

Issued By LT(N) A.K. Cherry, C.D. Commanding Officer

Dated:

Dated: 01 Sept 03

1. Duty Watch

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

2. Routine

Cadet Dress Code:
Officer Dress Code:

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

A.K. CHERRY, CD
LT (N)
CO

SEA CADET PROMISE

-Omitted-

**226 RCSCC WHITBY SEA CADETS
PERMISSION FORM**

DATE AND PLACE OF EVENT:

THIS FORM IS TO GIVE AUTHORIZED PARENTAL PERMISSION FOR YOUR SON/DAUGHTER

TO PARTICIPATE IN:

ESTIMATED TIME OF DEPARTURE:

DEPARTING FROM:

ESTIMATED TIME OF RETURN:

RETURN DROP OFF POINT:

THE OFFICER IN CHARGE IS:

PHONE

NOTE:

I, _____ GIVE MY CONSENT TO THE WHITBY SEA CADET
CORPS 226, TO TAKE CADET _____ ON THIS OUTING

DATED: _____.

PLEASE RETURN THIS PORTION TO THE OFFICER IN CHARGE BY: _____.

WE REQUIRE DRIVERS FOR THIS OUTING: YES NO TIME:

IF YOU WILL BE ABLE TO ASSIST US, PLEASE SIGN BELOW AND GIVE YOUR TELEPHONE
NUMBER. PLEASE RETURN THIS PORTION TO THE OFFICER IN CHARGE.

NAME: _____ TELEPHONE: _____

NOTE: ALL PARENTS ARE WELCOME TO ATTEND THIS EVENT AS SPECTATORS, PROVIDED
THEY HAVE ACCESS TO TRANSPORTATION.

G.A. Wallis LT.(N), C.D.
COMMANDING OFFICER
226 RCSCC "WHITBY"

CHAPTER 7 Fire, Safety and Security

7.01 Fire Orders

A. Upon signs of a fire yell, "FIRE! FIRE! FIRE!" 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.

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

7.02 Fire Drills

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

b. Following each Fire Drill the X.O. 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.

c. Copies of section 7.01 will be posted in high notice areas throughout the building highlighting which route to follow as per paragraph c of section 7.01.