



**Navy League of Canada  
Newfoundland and Labrador Division**

# **Parade Guidelines**

For  
Navy League Cadet Corps

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## DRESS STANDARDS

### OFFICERS

The components of the Officers' uniform are outlined in NL(8). However, clarification should be made concerning the standards for uniform care and presentation. There are two forms of dress for Officers: *Ceremonial Dress* and *Work Dress*. There are a number of different forms of work dress, which are similar to that of the Canadian Armed Forces. The following sections outline the components of the Ceremonial Dress Uniform, along with **three combinations of work dress**. Variations of the complete work dress are not permitted, but instead should be worn as outlined below.

#### 1. Ceremonial Dress

Worn on ceremonial occasions (ie. Inspections, parades, etc.)

<i>Item</i>	<i>Description</i>	<i>Care and Wearing</i>
<i>Cap</i>	Naval Pattern white with plain black peak ("Bowler" for female officers), with approved NL Cap Badge	<ul style="list-style-type: none"> <li>• Top should be clean at all times. Use Spray Nine, etc.</li> <li>• On female cap, elastic is not to be worn as a chinstay, but rather to keep a braid or bun secure.</li> </ul>
<i>Jacket</i>	Navy Blue Double-Breasted with 6 Buttons	<ul style="list-style-type: none"> <li>• There are to be NO CREASES in the jacket.</li> <li>• Keep neatly pressed and lint free.</li> </ul>
<i>Shirt</i>	Long sleeve white shirt, military style, with epaulettes.	<ul style="list-style-type: none"> <li>• Creases should run down the side of the sleeves (not fore and aft).</li> <li>• Keep neatly pressed and clean at all times.</li> </ul>
<i>Insignia</i>	Approved NL Insignia in accordance with NL(8) – Shoulder Flashes, Rank and Maple Leaf, etc.	<ul style="list-style-type: none"> <li>• Do not wear insignia other than that approved by the League.</li> <li>• Thread used to sew Insignia should not be visible.</li> </ul>
<i>Trousers</i>	Navy Blue, same material and colour as the Jacket.	<ul style="list-style-type: none"> <li>• Sharp creases down the front and rear of the trousers.</li> <li>• Wear approved NL Belt.</li> <li>• Keep neat and lint free.</li> </ul>
<i>Skirt (Females)</i>	Navy Blue, same material and colour as the Jacket.	<ul style="list-style-type: none"> <li>• Keep neatly pressed at all times. Skirt should be appropriate in length (ie. Past knee).</li> <li>• It is recommended that if one female officer wears a skirt, then all female officers should wear a skirt.</li> </ul>
<i>Tie</i>	Plain Black.	<ul style="list-style-type: none"> <li>• Avoid clip-ons.</li> <li>• Keep neat and tidy.</li> </ul>
<i>Shoes</i>	Oxford Style; Black	<ul style="list-style-type: none"> <li>• Shine whole shoe and keep laces looped.</li> </ul>
<i>Boots (Parades)</i>	Military style Boots	<ul style="list-style-type: none"> <li>• Shine whole boot and keep laces looped.</li> <li>• Female Officers should wear boots as opposed to dress shoes, with the trousers.</li> </ul>

<b>Item</b>	<b>Description</b>	<b>Care and Wearing</b>
<b>Socks</b>	Black Socks. For females wearing skirts, nylons should be beige or black, consistent in the Corps. With Boots, Grey Wool Socks may be worn.	<ul style="list-style-type: none"> <li>Do not have mixed colours.</li> </ul>
<b>Overcoat (Optional)</b>	Naval Pattern Double-breasted overcoat; worn in winter	<ul style="list-style-type: none"> <li>Do not wear unless completely buttoned.</li> <li>Do not wear a Name Tag on the Overcoat.</li> </ul>
<b>Name Tag</b>	Black 3" x ½" name tag.	<ul style="list-style-type: none"> <li>To be worn on the Jacket and Shirt only. Not to be worn on overcoats or sweaters. It is worn on the right side of the Jacket, and centred over the right pocket on the shirt.</li> </ul>

## **2. Work Dress A (Also referred to as Summer Dress)**

Commonly referred to by the Navy as **Salt and Peppers**. This is a modified version of the ceremonial dress uniform designed to be less formal and more comfortable. For most Corps, this will be the standard work dress.

This dress is the *same as ceremonial dress*, except:

- The Ceremonial Dress Jacket, Long Sleeve Shirt, and Tie are **not worn**.
- Instead, a **Short Sleeve Military Style (open collar) White Shirt** is worn with appropriate insignia. Creases in this shirt are on the sleeves, through the centre of the shoulder flash.
- A **Sweater** may be worn.
  - *The Name Tag should not be worn on the sweater.*
  - *The Sweater is not worn during the summer or for ceremonial events.*

## **3. Work Dress B**

Commonly referred to as **Base Dress**. For Corps who wear this form of Work Dress, this is often the standard work dress worn on parade nights, with the previous work dress being worn for semi-formal events such as a Commanding Officers' Inspection.

This form of dress includes:

- Instead, a **Short Sleeve Military Style (open collar) White Shirt** is worn.
- A **Naval Style Beret** with appropriate insignia is worn instead of a Cap.
- **Boots** must be worn rather than shoes; a beret is never worn with dress shoes.
- **Work Dress Trousers** are normally worn; these are the same as CIC (Sea) Officers and Sea Cadets.
- A **Sweater** may be worn.

#### **4. Work Dress C**

This is the true version of **Work Dress**, in the Navy. However, most Navy League Corps will not purchase this version of work dress due to cost limitations

This forms of dress is *similar to "Base Dress" (ie. Beret, Boots, etc.)* except:

- **Work Dress Trousers** are always worn.
- **A Dark Blue, Work Dress Shirt** is worn.
- Sneakers may be worn for 'dirty' work (ie. Working around boats, etc.)

#### **Additional Items**

##### ***-MEDALS / RIBBONS***

Officers may wear only authorized Canadian Orders, Decorations or Medals with Navy League Ceremonial Dress in the approved manner. Medals are to be worn on all formal occasions, and the appropriate ribbons are to be worn on informal occasions. An Officer who was awarded an Order, Decoration or Medal by a foreign power may be granted approval to wear the insignia and/or ribbon while in Navy League uniform. To obtain approval the Officer must submit a written request with documentation of the award through his C.O., Branch and Division to the National Office for approval by the National Committee. Officers are not to wear NL medals or ribbons, which they received as Cadets.

##### ***-CANADIAN FORCES SPECIALIST INSIGNIA***

An Officer may wear specialist insignia, which he has previously earned and worn while an officer or member of the Canadian Forces. The insignia is to be worn one inch above the Maple Leaf on the left sleeve of the Ceremonial Uniform.

##### ***-OFFICER'S SWORD***

Corps C.O.'s and Guard Officers (if taking position as Guard Commander) may wear Naval swords on ceremonial occasions. Female Officers wearing swords are to wear trousers.

##### ***-SERVICE PIN***

Officers may wear coloured pins indicating years of League service (by colour) on their uniforms. These pins (available from Ontario Division) are to be worn on the right breast above the name tag. See Annex A for a description of the pins.

#### **Who may wear a Uniform?**

Officers shall wear the Navy League uniform authorized by National Council. No items other than those described in NL(8) are to be considered part of the uniform. No person shall be issued or allowed to wear a uniform until that person has received a Warrant

from the National Office. A newly enrolled Officer may act as a Civilian Instructor, pending receipt of a Warrant.

### **Civilian Instructors**

There is no prescribed uniform for Civilian Instructors. C.I.'s are expected to be attired in neat, clean clothing appropriate to the occasion and similar in degree of formality to the uniforms that those Officers' present are wearing, e.g. tie and jacket on parade.

### **Former Officers**

A former Officer may be permitted to wear a uniform. He must request permission from the Division President in writing giving the occasion, date and time. In approving the request the Division President may attach such conditions, as he believes necessary.

## **CADETS**

<b><i>Item</i></b>	<b><i>Description</i></b>	<b><i>Care and Wearing</i></b>
<i>Cap</i>	White/Naval Pattern	<ul style="list-style-type: none"> <li>• Cap should be white at all times.</li> <li>• Chinstay, if worn, is pressed and SEWN into the cap (not pinned) to fit tightly on the chin.</li> </ul>
<i>Cap Talley</i>	Approved cap talley with corps name or "Navy League Cadets"	<ul style="list-style-type: none"> <li>• Cap Talley should be worn with the line at the front of the cap centred over the centre letter(s) on the cap talley.</li> <li>• Bow should be neatly tied; roughly 2 inches wide and consistent in the Corps.</li> </ul>
<i>Shirt</i>	Dark Blue, Long Sleeve, NL Pattern	<ul style="list-style-type: none"> <li>• Shirt sleeves should be creased fore and aft (different than Officer's shirts).</li> <li>• Shirt should be neatly pressed and lint free.</li> </ul>
<i>Insignia</i>	As outlined in NL(8) – Shoulder Flashes, Rank, and earned badges.	<ul style="list-style-type: none"> <li>• Do not wear insignia other than that approved by the League (including awards).</li> <li>• Thread used to sew Insignia should not be visible.</li> </ul>
<i>Lanyard</i>	White Naval Pattern	<ul style="list-style-type: none"> <li>• Should be clean and worn with the knot on the second button of the shirt and the loop touching the third button.</li> </ul>
<i>Trousers</i>	Navy Blue; NL Pattern	<ul style="list-style-type: none"> <li>• NO CREASES are worn in NL cadet pants.</li> <li>• Neatly pressed and lint free.</li> </ul>

<b>Item</b>	<b>Description</b>	<b>Care and Wearing</b>
<i>Belt</i>	NL Pattern, White with Brass	<ul style="list-style-type: none"> <li>• Keep white with brass shined.</li> <li>• Brass/loops should be pushed as close to the buckle as possible.</li> </ul>
<i>Boots/Shoes</i>	Military Style Boots or black oxford shoes if no boots are available.	<ul style="list-style-type: none"> <li>• The whole boot should be shined and the laces looped.</li> </ul>
<i>Socks</i>	Plain Black	<ul style="list-style-type: none"> <li>• Do not have mixed colour.</li> </ul>
<i>Spats or Gaiters</i> <ul style="list-style-type: none"> <li>• <i>If in Divisional Formations, spats are worn by the Colour Party, Guard, Band, Coxswain, RPO (if separate from a Division) QM and DPO's.</i></li> <li>• <i>If the Corps is the formation of a single unit, spats will only be worn by the Parade Commander (ie. Cox'n) and Second-in-Command (ie. RPO),</i></li> </ul>	White with brass; cadet style.	<ul style="list-style-type: none"> <li>• Spats (if worn) are white with brass shined. Pants are tucked into elastic bands worn around the spats to prevent trousers from 'popping out' of place.</li> </ul>

*Note: There are optional forms of summer and winter dress for NL Cadets outlined in NL(8).*

### **Additional Items**

The Corps Coxswain may wear a 'Gunner's chain and whistle'; and the Quartermaster may wear a 'Boatswain's call and chain'. Cadets may wear approved ribbons (ie. Cadet Award of Excellence),

### **PERSONAL APPEARANCE (OFFICERS AND CADETS)**

- Males should be neatly groomed with a proper tapered haircut. For Officers, if a beard is worn, it should be full grown, and approved.
- For female Officers and Cadets, if hair extends past the collar, hair should be worn up in a French braid, bun, etc. with bobby-pins (ie. Non-coloured - No clips/pins are visible).
- Officers should maintain a well-groomed appearance with adherence to good hygiene.
- Avoid wearing civilian clothing with the uniform.
- Earrings may be plain gold or silver studs for female officers and cadets. Male Cadets are not permitted to wear earrings. It is recommended that all cadets avoid jewelry. Watches, if worn must be dress watches (ie. Gold or Silver) or have a black strap.
- Make-up shall not be worn.

**OCCASION WHEN THE UNIFORM IS WORN**

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Navy League uniforms shall be worn:

- To, from, and at regular drills, parades or meetings;
- At other official ceremonies and parades; and,
- As ordered by the Commanding Officer.

Uniforms are not to be worn during any work, sport or other activity likely to cause damage.

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## DRILL STANDARDS

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Navy League Cadets should abide by the same standards of drill as the Canadian Forces, and thus, the Royal Canadian Sea, Army, and Air Cadets. This will ensure continuity in cadet training and consistency in standards.

The *Navy League Drill Manual -NL(53)* may be used as a guide for drill standards. You will notice that the reference for the document is the *Canadian Forces (CF) Manual of Drill and Ceremonial*. However, it should be noted, that **NL(53) has not been updated to reflect changes made to the CF standards over the past number of years**. Although the majority of drill movements remain the same, there are some notable differences, particularly in the area of rifle drill. For instance, the present arms featured in NL(53) consists of two movements, whereas the CF standard is three movements. It is recommended that Corps obtain a copy of the CF Manual of Drill and Ceremonial. If you do not have a copy, please advise the Division Training Officer or Division Commander.

As mentioned, it is essential that the cadets learn the same standard of drill as the other cadet movements. Many of the cadets move on to Sea, Army and Air Cadets, and it is much easier to move on knowing the standard as opposed to 'unlearning' outdated standard. Furthermore, there may be times when Navy League Cadets will be on parade with other cadet and/or military units, which once again brings forth the need for consistency.

Whenever appropriate, Cadets should join with the Canadian Forces, Naval Reserves and Royal Canadian Sea Cadets in joint ceremonial parades. Commanding Officers should consider such factors as the Cadets' marching experience, numbers in uniform, and expected weather conditions in contemplating such parades.

# FORMATIONS

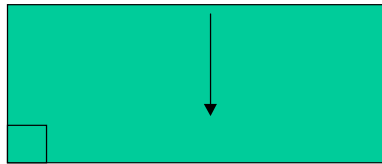
When cadets are falling in a Division, there are a number of formations, which may be taken for marching, etc. The most common are as follows:

1. In Line
2. Column of Threes (or Two's)
3. Column of Route

The type of formation depends on two factors:

1. The direction the Division is facing, and
2. Where the commander (ie. DPO) is in relation to the Division.

When the Division initially falls in, the DPO is 3 paces in front of the Division with the markers on the right, and the front rank facing forward. In this case, the Division is in Column (in Line). If the Division turns right and the DPO stands fast, the Division is now in Column of Three's (or Two's). If the DPO were move to the front of the markers, the Division would be in Column of Route. This is shown in the following Diagram (For more information, please refer to the CF Manual of Drill and Ceremonial, or consult with your Division Training Officer).



**In Line**

*Division facing Forward, with PO in front on the Front Rank*



**Column of Three's**

*Division facing to the side with PO at the left side*



**Column of Route**

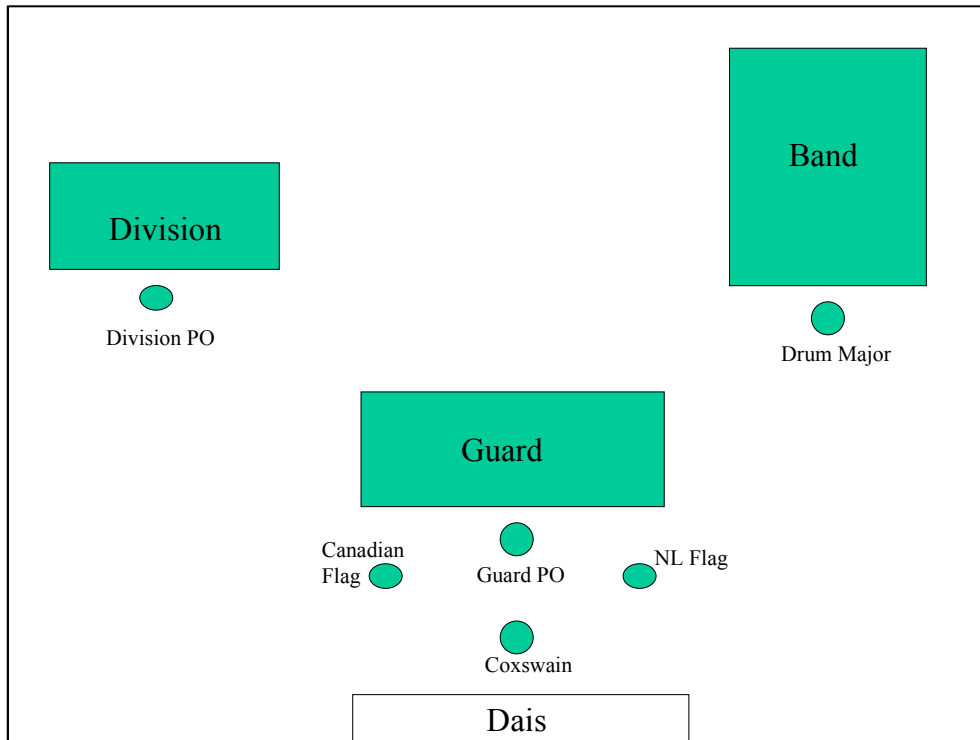
*Division facing the side with the PO in front of the markers.*

## FORMATIONS

## POSITIONING OF DIVISIONS

The normal format for Divisions on parade is for each Division to be lined up on Deck. When there are specialized Divisions (ie. Guard and Band), the formation varies slightly. For most Corps, there will be a Division, Band, and Guard, which includes a small Colour Party (ie. *Canadian Flag, and NL Flag*). For any other official flags, consult with your Division Training Officer and/or Division Commander. The League recommends that only the National and League Flags be carried for parades.

In the military, when there is a large formation and a large amount of space, the Guard takes a position at the front of the parade, the Band to the rear and centre of the Guard and Divisions lined up at the rear. In such a situation, the Guard often consists of two divisions on either side of the two flags. However, at the Corps level, due to limitations in numbers and space, the Band typically takes a position on the flank to the left of the parade (right of the dais), and is lined up with the division(s), but to the rear of the Guard as shown below.



### Normal Format for Positions on Deck

If a full Colour Party were included, it would normally take a position in front of the Guard. The Colour Party will normally consist of two ranks of flags (front and rear) with a center rank consisting of the Canadian Flag and two armed escorts (ie. Carrying rifles). For more information on Colour Party formation, consult with your Division Training Officer and/or the CF Manual of Drill and Ceremonial. If more than one Division (ie. New Entries) is included, they may be lined off next to the existing Division, behind the guard, or behind the existing Division, which ever is more conducive to the space available. The Cadets normally fill all executive positions. The Parade Commander is the Coxswain, who is positioned at the front of the parade.

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## ORDER OF EVENTS

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The format for a typical **parade night** is as follows:

1. March On or Fall In
2. Roll Call (Attendance)
3. Divisional Officers' Inspection
4. Colours and Prayers (CO or XO. Should be the XO if the CO is Inspecting)
5. Inspection (ie. CO's Inspection)
6. March Past (if space permits)
7. Training Periods
8. Sunset and Liberty Boat (CO/ XO).

The format for a **Branch or Division Inspection** is as follows:

1. March on or Fall In
2. Roll Call (Attendance)
3. Divisional Officers' Inspection
4. Colours and Prayers (XO)
5. Arrival of the Inspecting Party
6. Inspection
7. March Past (if space permits)
8. Presentations (if applicable)
9. Speeches
10. Training Periods (Inspecting Party will normally observe)
11. Sunset and Liberty Boat

Note: The Inspecting Party will normally depart informally for these Inspections.

The format for an **Annual Inspection** is as follows:

1. March On or Fall In
2. Roll Call (Attendance)
3. Divisional Officers' Inspection
4. Colours and Prayers
5. Arrival of the Inspecting Party
6. Inspection
7. March Past
8. Mobile Demonstrations and Static Displays
9. Presentations
10. Speeches
11. Departure of the Inspecting Party
12. Sunset and Liberty Boat

Note: Corps may perform a final display following presentations and speeches, prior to the Inspecting Party's Departure.

**The following sections of this document will detail the standard components of a Corps' routine.**

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## **FORMAL INSPECTIONS – RECEPTION OF GUESTS**

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For Formal Inspections, all guests should be seated before the Reviewing Officer (R.O.) arrives. An Officer should be present at the reception Area, to escort invited guests to seats assigned to them. An announcer should be ready to tell the spectators when to stand (during general salutes) or be seated.

The C.O. and Branch President (Br.) should meet the Division President (Div.) and Inspecting Officer (I.O.) at least 20-30 minutes prior to the parade to review the C.O.'s plans. The R.O. should be asked to arrive 10-15 minutes before the parade to meet the C.O., Div., Br. and I.O., and be briefed on what to expect.

The 'Inspecting Party' consists of the: R.O., C.O., Div. and Br. The I.O., who is not part of the Official Party (unless the R.O. is performing both roles), is free to move discreetly about observing the parade. On the dais the R.O. should be in the centre, the C.O. to the right of the R.O., the Div. to the left of the R.O., and the Br. to the left of the Div. The I.O. (normally the Division Commander or delegate) is seated to the immediate right of the dais. These seats should be clearly marked.

## FORMING UP AND ROLL CALL

The Coxswain will normally march the cadets on deck. However, if space is limited, it is sufficient to have cadets go directly to their positions on deck. Once the Corps has marched on, or fallen in, the cadets are to be formed up 'in line' (Divisions beside each other) and immediately given the 'open order' for an inspection. Officers and C.I.'s will line up left of the dais (when facing the deck), but should not stand in front of the audience. A position alongside a bulkhead may be more appropriate.

The following is an outline of the routine for marching on and taking attendance.

<b>Order by:</b>	<b>Order/Instructions</b>
	<i>The Cox'n will normally carry the roll call in his/her left hand. Or, the Coxswain may send the QM for the roll call afterwards.</i>
Coxswain	00 NLCC Example By the Center Quick March.
	<i>Corps marches out and takes position on the deck. Cadets will be in Column of Route (C/PO's in front of the markers) when halted.</i>
Coxswain	Band standing fast, remainder Ship's Company advance left turn (C/PO's will take 13 paces to the Front of their Divisions and halt...Note, the number of paces may vary depending on the size of the divisions and space available).
Coxswain	Ship's Company Open Order March (It is a good idea to do this immediately to allow for Inspection by Divisional Officers).
Coxswain	Ship's Company Right Dress.
Coxswain	Eyes Front.
	<i>(Note, if the Coxswain does not have the roll call, s/he should send the QM for the roll call, by ordering "Quartermaster get the Roll Call." The QM would reply "Aye-Aye-Chief and march to the Ships' Office for the Roll Call. S/he would bring the roll call to the Coxswain and request permission to carry on).</i>
Coxswain	"Regulating Petty Officer Report for Roll Call"
	<i>RPO marches forward and reports to the Cox'n for Roll Call. The RPO normally assists with administrative matters, which is why s/he completes the roll call. This also provides an opportunity to get the RPO involved in Corps procedures.</i>
RPO	Sample Report: Chief Petty Officer 2 <sup>nd</sup> Class Smith reporting for Roll Call. Request permission to carry on Chief.
Coxswain	Carry On
RPO	Aye-Aye Chief
	<i>The RPO takes a position to the left of the Cox'n</i>
RPO	Ship's Company when your name is called, Answer 'sir' - stand at attention until the next name is called. (Cadets should answer Sir, Mam, Chief, etc. depending on who is the highest rank present on deck).
RPO	Guard Order Arms.
RPO	Ships Company Stand at Ease
	<i>(Roll Call is completed calling last name &amp; first initial).</i>
RPO	Ship's Company Attention
RPO	Guard Shoulder Arms
RPO	Roll Call completed Chief, 50 Cadets present, Request permission to carry on.
Coxswain	Carry on

<b>Order by:</b>	<b>Order/Instructions</b>
RPO	Aye Aye Chief
	<i>RPO returns to position on deck.</i>
	<i>Coxswain marches to XO and reports.</i>
Coxswain	Chief Petty Officer 1 <sup>st</sup> Class Doe reporting for NLCC Example. 50 Cadets present. Request Permission to Carry On.
XO	Carry On.
Coxswain	Aye-Aye Sir/Mam
	<b>COXSWAIN RETURNS TO POSITION AS PARADE COMMANDER</b>

NOTE: On a Parade Night, the Coxswain may say "Ships' Company Fall In" and all cadets will take their place on Deck.

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## **DIVISIONAL OFFICERS' INSPECTION**

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Divisional Officers should inspect their divisions prior to Colours and Prayers. This is normally carried out at Ceremonial Inspections to make last minute adjustments prior to the arrival of the Inspecting Party. However, it is a good practice to do this on each and every parade night, to monitor the progress of the cadets and provide the necessary feedback to support the development of the cadets.

Divisional Officers (DO's) will approach the Divisional Petty Officer's (DPO's) who will report for Inspection. Divisions should be at attention when the DPO is reporting. A salute should be issued only at the start of the report. The report is then made. For instance, *Petty Officer 2nd Class White reporting for Halifax Division. 15 Cadets mustered and ready for inspection, Is it your pleasure to Inspect Sir/Mam.* The DO will reply (ie. Yes it is) and the DPO will say "Aye Aye Sir/Mam." The DO will proceed to inspect. The DPO may issue the order "#1 stand fast, remainder of Division stand at ease." This will allow the cadets to relax somewhat and individual cadets will then come to attention when the DO approaches them.

If the Division is standing at ease, the DPO should bring them to attention upon completion of the Inspection, before reporting to the Divisional Officer. Upon completion of the inspection, the DPO will halt in front of the DO and report. For example, "Inspection completed Sir/Mam, request permission to carry on." The DO will say "Carry On" and the DPO will reply, "Aye-Aye Sir/Mam." Note, for the last report, a salute should be given only at the end of the report. The end result is that a salute is issued at the very beginning and at the very end of an inspection.

After the DO's Inspection, the Divisional Petty Officers should stand their Divisions at ease. This will allow the Parade Commander (ie. Coxswain) to bring the Ship's Company to Attention to prepare for Colours and Prayers.

## COLOURS AND PRAYERS

The following is the standard to be used for Colours and Prayers. It is historic in origin and incorporates Naval tradition.

<b>Order by:</b>	<b>Order/Instruction</b>
Coxswain	Ships Company Attention
Coxswain	Guard Shoulder Arms
Coxswain	Quarterdeck Fall in
Quarterdeck	Aye-Aye Chief (The Cadets performing the duties of flag and bell will say "Aye –Aye Chief" and Fall out of their Divisions to take their places on the Quarterdeck).
Coxswain	Quartermaster Inform the XO, Ships Company Mustered and ready for Colours and Prayers.
QM	Aye – Aye Chief
	<i>All Officers are in place on deck. Quartermaster will march to the XO to report.</i>
QM	Sample Report: Petty Officer First Class Brown reporting Sir/Mam. Ships Company mustered and ready for Colours and Prayers. Request permission to carry on Sir/Mam."
XO	<i>Carry On</i>
QM	<i>Aye-Aye Sir/Mam</i>
	<i>QM marches back to position on the gangway.</i>
	<i>XO marches on deck and takes position on the dais.</i>
Coxswain	Sample Report: Good Evening Sir/Mam. Chief Petty Officer First Class Doe Reporting for NLCC Example. Ships Company mustered and ready for Colours and Prayers. Request permission to Carry on Sir/Mam.
XO	Carry on Chief
Coxswain	Aye-Aye- Sir/Mam.
Coxswain	Quartermaster Report
QM	One minute to Colours Chief.
2 <sup>nd</sup> Most Senior Officer on Deck	Supernumerary Officers Inwards Turn ( <i>IF CO IS ON DAIS, THE XO WOULD SAY THIS. IF XO IS ON DAIS, NEXT MOST SENIOR OFFICER SAYS THIS</i> )
QM	Colours Chief
Coxswain	Very well Make it so.
Bell	<b>BELL IS STRUCK</b> ( <i>ding-ding ding-ding ding-ding ding-ding</i> ).
QM	<b>STILL IS PIPED (8 second still call)</b>
Coxswain	Ship's Company General Salute, Guard present arms.
Band	<b>NATIONAL ANTHEM IS PLAYED</b>
Guard PO	Guard Shoulder Arms
QM	<b>CARRY ON IS PIPED (high-low)</b>
2 <sup>nd</sup> Most Senior Officer on Deck	Supernumerary Officers outwards turn
Coxswain	Guard Order Arms
Coxswain	Ship's Company Remove Headdress (All except those with chinstays, ie. Guard, band, etc.)

<b>Order by:</b>	<b>Order/Instruction</b>
Coxswain	Ship's Company Stand at ease.
Coxswain	Ship's Company Stand Easy
Coxswain	<i>COXSWAIN REMOVES HEADDRESS, STANDS AT EASE AND THEN STANDS EASY</i>
Coxswain	Ship's Company repeat the Lord's Prayer (or Naval Prayer).
ALL	<i>PRAYER</i>
Coxswain	<i>COXSWAIN REPLACES HEADDRESS, STANDS AT ATTENTION</i>
Coxswain	Ship's Company - Attention
Coxswain	Ship's Company Replace Headdress
Coxswain	Ship's Company Stand at Ease
Coxswain	Ship's Company Stand Easy
Coxswain	<i>COXSWAIN STANDS AT EASE AND THEN STANDS EASY</i>
Coxswain	<i>COXSWAIN WAITS FOR ABOUT 10 SECONDS AND THEN STANDS AT ATTENTION</i>
Coxswain	Ship's Company - Attention
Coxswain	Guard Shoulder Arms
Coxswain	<i>COXSWAIN FACES DAIS.</i>
Coxswain	Sample Report: Colours and Prayers completed Sir/Mam. Request permission to carry on with Inspection (or the next event).
XO	Carry on Chief
Coxswain	Aye-Aye Sir/Mam
	<i>XO LEAVES THE DAIS AND THE DECK. WHEN THE XO LEAVES, THE COX'N DOES AN ABOUT TURN TO GIVE ORDERS.</i>
Coxswain	Quarterdeck Fall Out
Quarterdeck	Aye-Aye Chief (The Cadets performing the duties of flag and bell will say "Aye –Aye Chief" and Fall out of their Quarterdeck positions and take their places in their respective Divisions).
Coxswain	Guard Order Arms
Coxswain	Ship's Company Stand at Ease
	<i>(This is normally when the cadets await the arrival of the Inspecting Party. Here, the cadets will normally stand easy)</i>

Note: If the CO is overseeing colours, the QM "Pipes the side" for the CO when he/she arrives on deck. For a formal inspection, the XO normally takes colours and the pipe is not sounded until the Inspecting/Reviewing Officer arrives.

## INSPECTION

As outlined below, when the RO arrives, the Coxswain will bring the Ship's Company to Attention. When the R.O. has reached the dais the Coxswain will order "SHIP'S COMPANY - GENERAL SALUTE, GUARD PRESENT ARMS" (If a guard is not present, the Coxswain says Ship's Company General Salute, Salute." The band starts playing on the last movement of the 'present arms'. All Officers and Cadets filling **executive positions** salute at the order, or following the last movement of the 'present arms' (ie. Parade Commander, Guard Commander, etc.) Note, unless filling executive positions on parade, **Officers do not salute**. Officers will normally fall in to the side, as a division, not taking part in parade procedures such as the march past. It makes sense that Officers do not salute since they are not filling executive positions on deck, and individuals never salute as a Division. Only a person designated command of a division should salute. For instance, if an Officer takes a position in front of the remaining Officers, then s/he would salute).

After the 'general salute' the Guard PO will order "SHOULDER ARMS", and, on the last movement, those giving a hand salute will return to the position of attention. Then the Guard PO will march to the R.O., salute, state his rank and name, and invite the R.O. to inspect the Guard. If a Colour Party is present, the Colour Party PO normally carries the Canadian Flag, therefore, the Guard PO will lead the RO to the Colour Party, followed by the Guard. As the Guard PO and R.O. leave the dais the Coxswain will order "GUARD - ORDER ARMS". After the inspection of the Guard, the Guard PO will return to the dais with the R.O., report the inspection completed and then return to his position. Following this, the Coxswain will report for the Inspection of the remainder of the Ship's Company. The remaining divisions (ie. Band, Division, etc.) are inspected by all members of the Inspecting Party. Finally, the Coxswain leads the Inspecting Party back to the dais.

The following provides an outline of the order of events.

<b>Order by:</b>	<b>Order/Instruction</b>
	<i>When the QM sees the Inspecting Party approaching, s/he will normally warn the Coxswain (ie. Sounding two short blasts with the Bos'n Call, calling out "Chief," etc.).</i>
Coxswain	Ship's Company Attention
Coxswain	Guard Shoulder Arms
	<i>The QM pipes the side as the Reviewing Officer passes through the gangway. The Inspecting Party takes its position on the Dais.</i>
Coxswain	Ship's Company General Salute, Guard Present Arms.
Guard PO	Guard Shoulder Arms.
Guard PO	Sample Report: Good Evening Sir/Mam. Petty Officer First Class Jones reporting for NLCC Example's Guard. 15 Cadets mustered and ready for Inspection. Is it your pleasure to inspect Sir/Mam"
Reviewing Officer	Yes it is.
Guard PO	Aye-Aye Sir/Mam.
	<i>As the Guard PO leads the Reviewing Officer to the Guard, the Coxswain may give the Guard an Order Arms. S/he may also stand the remainder of the Ships Company at ease until the Guard is inspected.</i>

<b>Order by:</b>	<b>Order/Instruction</b>
	<i>Following the Inspection, the Guard PO should lead the Reviewing Officer back to the Dais and report.</i>
Guard PO	Inspection Completed Sir/Mam. Request permission to carry on.
Reviewing Officer	Carry On
Guard PO	Aye-Aye Sir/Mam
	<i>Guard PO resumes position on deck. When back in place, the Coxswain reports.</i>
Coxswain	Good Evening Sir/Mam. Chief Petty Officer 1st Class Doe reporting for NLCC Example - Remainder of Ships Company - 35 Cadets mustered and ready for Inspection. Is it your pleasure to Inspect Sir/Mam.
Reviewing Officer	Yes it is.
Coxswain	Aye-Aye Sir/Mam
	<i>The Cox'n should lead the RO to the Division. The DPO should report similar to the Guard PO's report. After the inspection has started, the Guard PO will give the Guard a Close Order March and stand the Guard at ease. Upon completion of the Division Inspection, the Coxswain should lead the Reviewing Officer to the Band. When the Band PO reports, and the inspection has started, the DPO may give the Division a Close Order March and Stand them at ease. Upon completion of the Band Inspection and final report, the Drum Major should stand the Band at ease. All Divisions are now at ease.</i>
	<i>Once Band is Inspected, the Inspecting Party proceeds to the Dais and the Coxswain resumes position at the front. The Coxswain faces the Ships Company.</i>
Coxswain	Ship's Company Attention.
Coxswain	Guard Shoulder Arms
	<i>Coxswain does an about turn to face the Reviewing Officer.</i>
Coxswain	Inspection completed Sir/Mam. Request permission to carry on with March Past (or next event).
Reviewing Officer	Carry On
Coxswain	Aye Aye Sir/Mam.

NOTE: The Inspecting Party will take positions with the R.O. nearest the rank being inspected, the DPO beside the R.O., the Division Rep. behind the R.O., the Coxswain beside the Divisional Rep., the Branch Rep. behind the Divisional Rep., and the CO beside the Branch Rep. The formation should look as follows.

Closest to the Rank being Inspected	Outside File
Reviewing Officer	Divisional Petty Officer
Division Representative	Coxswain
Branch President	Commanding Officer

\*When moving from Division to Division, The Coxswain should remain alongside the Reviewing Officer, always staying to the Right.

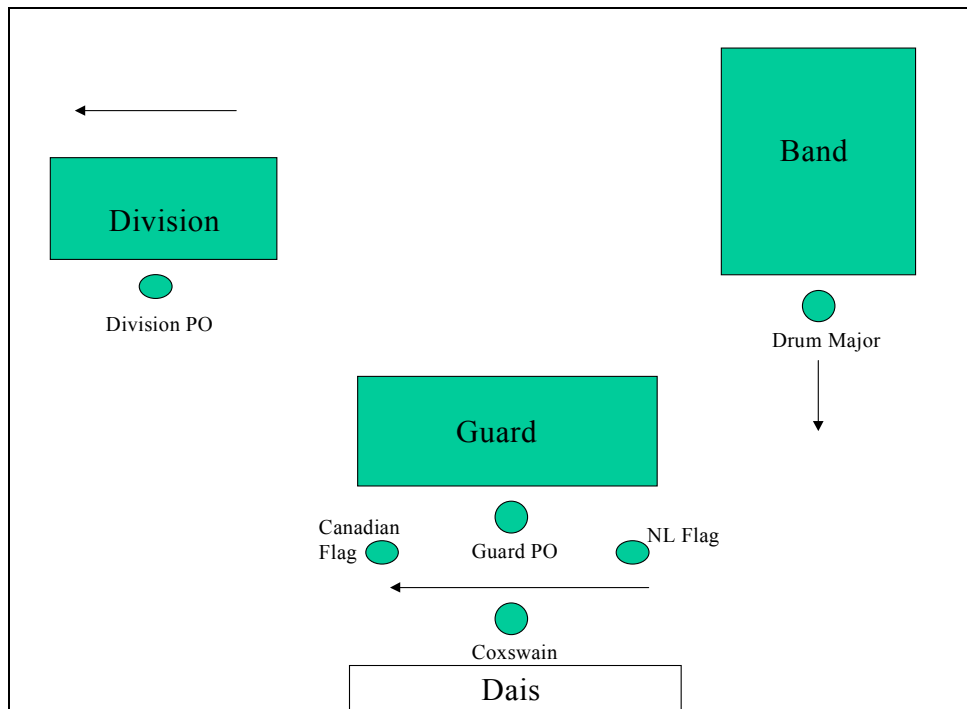
## MARCH PAST

In the military, there are a number of formats for march pasts, depending on the number of divisions, space available, etc. The format used often depends on space, degree of formality and the training of those on parade. One common practice, however, is for the march past to be completed both in column (divisions in line) and in column of route. This means that the Ship's Company will march past the dais once in column, and then again in column of route. For this to be accomplished, as divisions prepare to march past the dais the first time, they will each complete a Left Turn on the March before passing the dais and a Right Turn on the March after passing the dais.

When space is limited to the point where turns on the march are impossible, or if cadets have not yet been trained for turns on the march, a march past in column of route only may be completed.

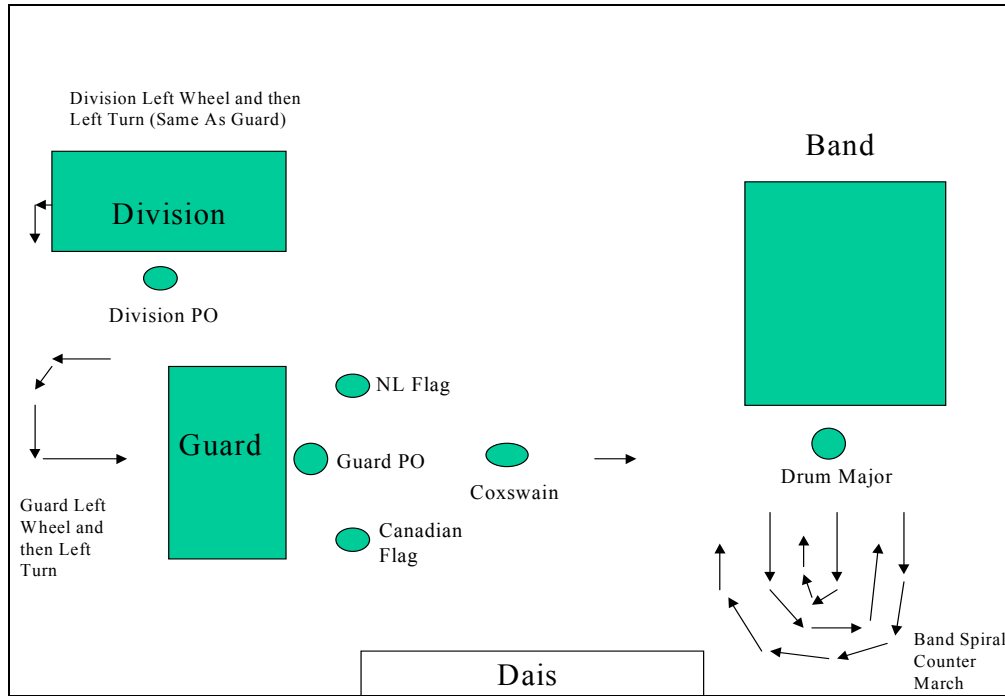
The following is the recommended format for march pasts at the Corps level.

<b>Order by:</b>	<b>Order/Instruction</b>
Coxswain	00 NLCC Example will March Past in Column and Column of Route at 15 Pace Intervals, Colour Party Leading, Ship's Company move to the Right in Column of threes, Right Turn. <i>(The number of paces divisions are apart may be increased or decreased depending upon the space available).</i>
	<i>The Band stands fast as divisions move to the right in Column of threes. Column of threes means that the DPO's stay at the side of their divisions as opposed to marching to the front of the Divisions.</i>



**Preparing to March**

Coxswain	Ship's Company By the Centre Quick March
	<i>The Coxswain, Colour Party and Guard shall step off immediately; the Division and Band mark time.</i>
	<i>The DPO will look out of the corner of the eye and watch for the last cadet in the Guard to pass. At this point, the DPO should silently count to 15 before giving the order forward. The Band will march forward, perform a spiral countermarch, and remain 15 paces behind the division immediately preceding the Band. During the Spiral Countermarch, the center file, including the Drum Major wheel to the right and go down between the two files on either side. The file to the right of the center file, wheels left and moves through the centre file and the file on the opposite side. The file to the left of the center file, wheels right and moves through the two files on either side, and so forth as shown in the diagram on the following page.</i>
	<i>As the Guard approaches the bulkhead, it will left wheel and prepare for a turn on the march.</i>
Guard PO	Guard Advance Left Turn (Coxswain will turn on this order as well)

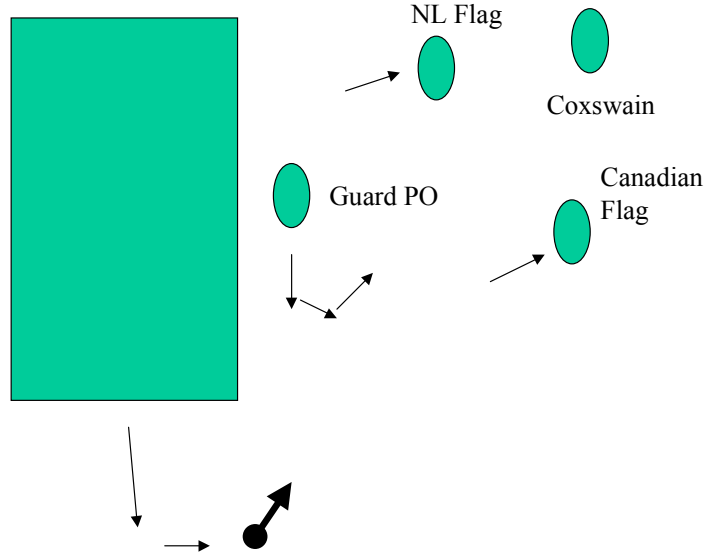


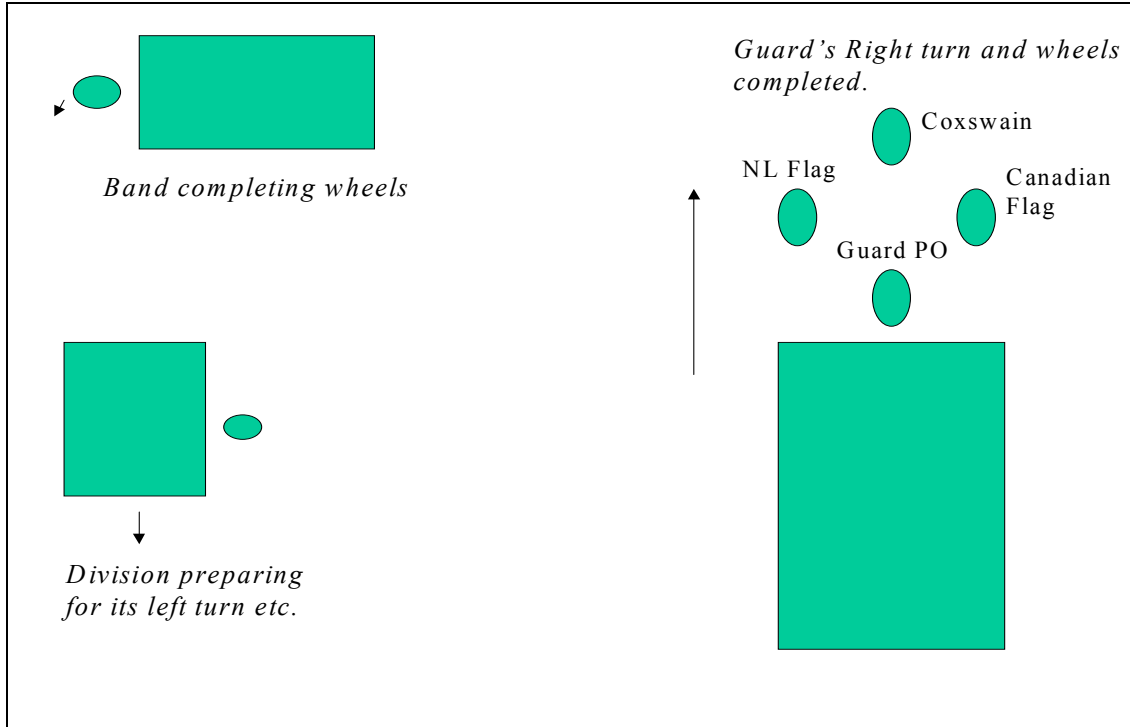
**Guard and Division Left Turn on the March; Band Spiral**

Coxswain	Ship's Company In Succession, By Divisions, Eyes Right.
	<i>Coxswain will do the eyes right on the Guard PO's order. However, if space is limited to the point where the Coxswain is approaching the dais before the Guard PO is able to give</i>

	<i>the order, the Coxswain may salute on the initial order. In the Case of the Guard PO, Drum Major and DPO's, a salute is issued on their respective orders. If there are 2IC's {Second in Command} for Divisions, they do not salute on the eyes right: Only the commander of the Division salutes.</i>
	<i>Each Division will then issue the eyes right as they pass the dais.</i>
Guard PO	Guard Eyes Right (Guard PO Salutes) <i>(Note, if a small colour party is used, it should take its orders from the Guard PO. If a full Colour Party is used, the Colour Party PO, carrying the Canadian Flag, will execute the orders for the Colour Party).</i>
Guard PO	Guard Eyes Front
Guard PO	Guard Move to the Right in 3's (or Two's), Right Turn
	<i>The Guard turns to the right on the march and completes two left wheels (A spiral may be completed if there is insufficient room for two wheels). The Coxswain and Colour Party will march forward and wheel left without turning, while the Guard PO turns right with the Guard. The Guard PO should complete two sharp left wheels to be in front of the Guard when its turn and wheels are completed. However, if a spiral is used, the Guard PO should not turn, but follow the Coxswain and Colour Party. Now, they will be in column of route for the next march past the dais.</i>

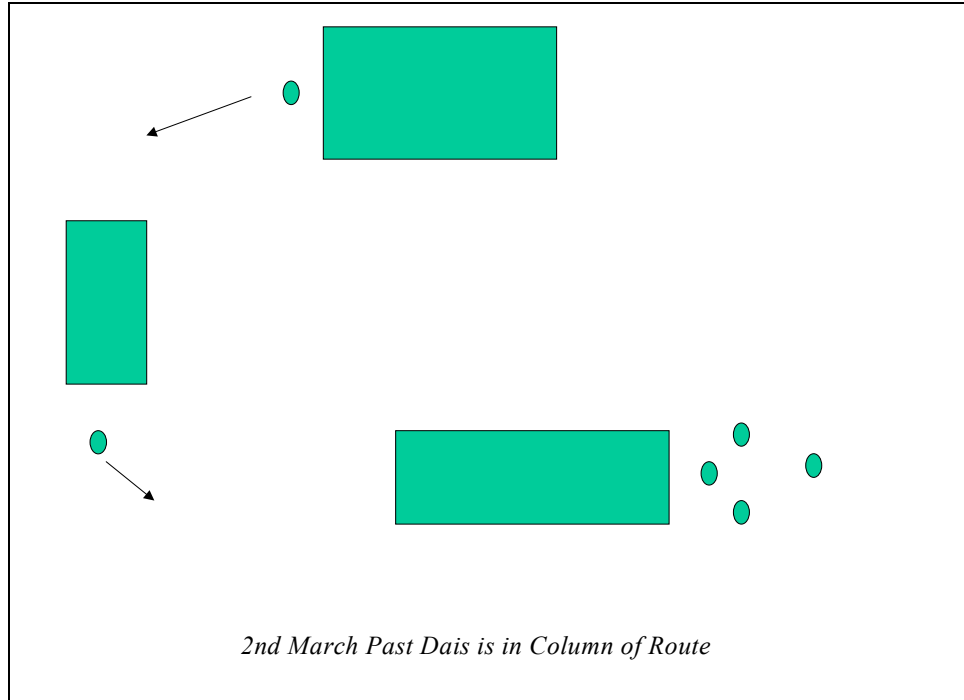
*Guard performing right turn and two left wheels; Coxswain, Colour Party and Guard PO Wheeling*





**Right Turn on the March**

DPO	Division advance Left Turn
DPO	Division Eyes Right (DPO salutes)
DPO	Division Eyes Front
DPO	Division move to the right in 3's right turn.
	<i>The Division turns to the right on the march and completes a two left wheels ( A spiral may be completed if there is insufficient space for two wheels. However, the Division must do the same as the Guard did previously). The DPO will turn right and complete two sharp left wheels to be at the front of the Division. However, if the spiral is used, the DPO will not turn, but left wheel instead so that they will be at the front of the Division when they complete the turn. Now, they will be in column of route for the next march past the dais. It should be noted that the Division should do the same as the Guard (ie. If the Guard does two left wheels, so does the Division).</i>
BAND	<i>The Band will not turn on the march, but wheel to maintain formation. The Drum Major will not normally issue an eyes right as Band Cadets do not normally turn their heads away from their instruments. The Drum Major should salute to the right as s/he passes the dais.</i>
	<i>The Guard, Division, and Band will march around the parade deck once more, this time in column of route. As each Division passes the dais, the Eyes Right is ordered once again.</i>



**2<sup>nd</sup> March Past Dais – Column of Route**

Coxswain	Ship's Company In Succession, By Divisions, Eyes Right.
	<i>Orders for the Eyes Right/Eyes Front are issued as before.</i>
	<i>The Coxswain, Colour Party and Guard will take positions, marking time, a set number of paces back from the original march past line. The DPO will do the same. The Band will not wheel, but instead march towards the bulkhead to complete another spiral counter march to bring the Band back to its position.</i>
	<i>The Guard PO will issues the order to mark time. The DPO will do the same. The Drum Major will use the appropriate signal to mark time. The Drum Major will issue the signal to cut off and halt. ALL CADETS WILL HALT ON THE BASS DRUM SIGNAL.</i>
Coxswain	Band Standing Fast, Remainder Ship's Company Advance Left Turn.
	<i>The Coxswain, Small Colour Party, Guard PO, and DPO, will take a set number of paces (usually 13 paces) to bring them to the front of their Divisions.</i>
Coxswain	Band Standing Fast, Remainder Ship's Company Advance in Review Order, By the Centre Quick March - <i>Set number of paces toward the dais (In large Parades, 15 paces is the norm. However, smaller amounts such as 7 or 5 may be used to adjust for space limitations). Coxswain takes 5 paces forward with the Corps.</i>
Coxswain	Ship's Company General Salute, Guard Present Arms.
	<i>General Salute is played</i>
Guard PO	Guard Shoulder Arms

Coxswain	Report: March Past completed Sir/Mam, request permission to carry on with Mobile Displays (or next event, ie. Training, etc.).
Reviewing Officer	Carry On
Coxswain	Aye-Aye Sir/Mam
	<p><i>On a typical parade night, the CO will normally leave the deck here and another Officer (ie. XO, Training Officer, or Admin. Officer) will take position on the dais to announce training for the evening. On the evening of an inspection, other than the Annual (ie. Branch, Divisional, etc.), the Inspecting Party will normally address the cadets before leaving the dais.</i></p> <p><i>At an Annual Inspection, normally the Coxswain will report to carry on, and give the order to turn left or right in Column of Route– towards the exit area. The Coxswain and PO's will take a set number of paces to their positions at the front of their units. The order will be given for the Ship's Company to march. The Corps will leave the deck. The Coxswain may march out alongside the Colour Party (If in Line) or at the front of the Corps (In Column of Route).</i></p>

NOTE: When no Reviewing Officer is present, the CO or designate may take the salute on the Dais.

## PRESENTATIONS AND SPEECHES

The following outline makes the assumption that cadets are at an Annual Inspection, or similar event and are returning to the deck for presentations and speeches. At a less formal event such as a Branch/Divisional Inspection, Promotion Parade, etc., Cadets would simply remain on deck following the march past and the Coxswain would report for presentations.

### **OPTION A – NO EQUIPMENT (NO RIFLES OR INSTRUMENTS)**

The following outline is based on Cadets marching out in Divisional Formation, each with a DPO (ie. No band equipment, etc.). It is suggested that this be done to make the event as relaxed as possible for the cadets. This format may be used if there is another display (ie. A final display, tattoo, etc) before sunset. **If the Inspecting Party will be departing immediately following, it is recommended that Option B be used.**

<b>Order by:</b>	<b>Order/Instruction</b>
	<i>The Cadets are formed up in their Divisions, in column of route, preparing to march on deck.</i>
Coxswain	NLCC Example by the Left Quick March.
	<i>Each DPO should give the order to halt their divisions if the remainder of the divisions do not immediately follow. In this case, the Coxswain will have either halted with the first division or have already been in position as parade commander before the divisions arrived. However, it is recommended that all proceed at the same time and the Coxswain issue the order to halt. If spaced properly, there will be no need to mark time.</i>
Coxswain	Ships Company Left/Right Turn (To face the Dais)
	<i>The DPO's take set number of paces (ie. 13 paces) to the front of their Divisions.</i>
Coxswain	Ships Company Open Order March
Coxswain	Ships Company Right Dress
Coxswain	Eyes Front
Coxswain	<i>(Coxswain faces the Dais).</i> Chief Petty Officer First Class Doe reporting for NLCC Example. Mobile and Static Displays completed. Request Permission to Carry On with Presentation of Awards.
Reviewing Officer	Carry On
Coxswain	Aye Aye Sir/Mam
Coxswain	Ships Company Stand at Ease
	<b>PRESENTATIONS AND SPEECHES</b>
	<i>(When presentations and speeches are completed, the Coxswain will come to attention and turn about to face the Corps).</i>
Coxswain	Ships Company Attention
Coxswain	Ships Company Close Order March <i>(The Coxswain may order a right dress if necessary. S/he should then turn about to face the RO).</i>
Coxswain	Presentation of Awards Completed Sir/Mam, Request Permission to Carry on...Aye Aye Sir/Mam.

Coxswain	Ships Company Move to the Right in Column of Route Right Turn (DPO's take set number of paces to the front of their Divisions, and the Coxswain at the front of the Corps).
Coxswain	Ships Company By the Center Quick March.

**OPTION B - EQUIPMENT**

The following outline is based on Cadets marching out in Guard, Band and Division formation. This format is normally used, if the Inspecting Party will be leaving immediately following presentations, so that the Guard and Band are equipped for the Sunset Ceremony, which follows the departure.

<b>Order by:</b>	<b>Order/Instruction</b>
	<i>The Cadets are formed up in their Divisions, with DPO's in front of each Division, and the Coxswain in front of the Corp.</i>
Coxswain	NLCC Example by the Left Quick March.
	<i>Corps marches out to normal parade positions. Each DPO should give the order to mark time with the Drum Major issuing the appropriate signal. The Corps halts on the Bass Drum Halt.</i>
Coxswain	Ships Company Advance Left Turn (To face the Dais)
	<i>The DPO's take 13 paces to the front of their Divisions.</i>
Coxswain	Ships Company Open Order March
Coxswain	Ships Company Right Dress
Coxswain	Eyes Front
Coxswain	Guard Order Arms
Coxswain	Guard Ground Arms (timing: 1-2-3—1)
Coxswain	Band Ground Instruments (Band stays down until order issued).
Coxswain	Band Attention
Coxswain	<i>(Coxswain faces the dais)</i> Chief Petty Officer First Class Doe reporting for NLCC Example. Mobile and Static Displays completed. Request Permission to Carry On with Presentation of Awards.
Reviewing Officer	Carry On
Coxswain	Aye Aye Sir/Mam
Coxswain	Ships Company Stand at Ease
	<b>PRESENTATIONS AND SPEECHES</b>
	<i>When presentations and speeches are completed, the Coxswain will come to attention and face the Corps.</i>
Coxswain	Ships Company Attention
Coxswain	Guard Take Up Arms
Coxswain	Band Take up Instruments (Band stays down)
Coxswain	Band Attention
Coxswain	Ships Company Close Order March
Coxswain	Ships Company Right Dress
Coxswain	Ships Company Eyes Front
Coxswain	<i>(Coxswain turns about to face the dais)</i> Presentation of Awards Completed Sir/Mam, Request Permission to Carry on...Aye Aye Sir/Mam.
	<i>Coxswain will remain in place and issue the order to turn.</i>

Coxswain	Ships Company Move to the Right in Column of Route, Right Turn (13 Paces to Front).
Coxswain	Ships Company By the Center Quick March.

### **GUIDELINES FOR PRESENTATIONS**

- a. Recipients should be briefed on the order in which they will receive their awards;
- b. Ensure that all recipients are on parade (absentees should be removed from the announcer's list);
- c. Have an announcer (ie. an Officer or Instructor), with a public address system if possible, to explain the awards and call the Cadets forward to receive them;
- d. The announcer describes the award and announces the recipient's name. The recipient marches forward, halts before the presenter. The recipient should salute Officers or those in ceremonial dress with headdress (ie. Legionnaires in berets). Then he/she takes one step forward, accepts the award with the left hand, shakes hands with the right, and thanks the presenter. Then the Cadet steps back, salutes, turns right, hands the award to an assistant waiting to place the award on a display table, and returns to his/her place in the Division; and,

### **SPEECHES**

Upon completion of the presentations, the announcer will normally introduce the Inspecting Party. The announcer will then call upon a person to introduce the Reviewing Officer (R.O.). Normally, the CO or Branch President will introduce the Reviewing Officer. The R.O. should address the parade briefly. After the R.O.'s address the remaining members of the Inspecting Party will be invited to speak. At an Annual Inspection, this will include the representative of the Navy League of Canada, Newfoundland and Labrador Division, followed by the Branch President, and concluding with the Commanding Officer. If other dignitaries are present they may be invited to 'say a few words'.

## SUNSET AND LIBERTY BOAT

The following is the standard for Sunset and Liberty Boat. Like Colours and Prayers, it has a historic naval origin.

<b>Order by:</b>	<b>Order/Instruction</b>
	<i>All Officers and Cadets are on deck. If following a mobile demonstration, the Corps will march on deck to their respective positions, normally in column of route. The Inspecting Party will depart before the ceremony. All Officers should be in place for the ceremony.</i>
Coxswain	Quartermaster inform the XO (or CO if not a formal inspection) Ship's Company mustered and ready for Sunset and Liberty Boat
QM	Aye-Aye Chief
	<b>QM MARCHES OFF TO REPORT</b>
QM	Sample Report: Good Evening Sir/Mam. Petty Officer Second First Brown reporting for NLCC Example. Ship's Company mustered and ready for Sunset and Liberty Boat. Request Permission to Carry on Sir/Mam.
XO	Carry On.
QM	Aye-Aye Sir/Mam.
	<b>QM MARCHES BACK TO POSITION AT GANGWAY</b>
	<b>XO MARCHES ON DECK AND TAKES POSITION ON DAIS.</b>
Coxswain	Sample Report: Good Evening Sir/Mam. Chief Petty Officer First Class Doe Reporting for NLCC Example. Ships Company mustered and ready for Sunset and Liberty Boat. Request permission to Carry on with Sunset Sir/Mam.
XO	Carry on Chief.
Coxswain	Aye-Aye- Sir/Mam.
Coxswain	Quartermaster Report
QM	One minute to Sunset Chief.
2 <sup>nd</sup> Most Senior Officer	Supernumerary Officers Inwards Turn ( <i>IF CO IS ON DAIS, THE XO WOULD SAY THIS. IF XO IS ON DAIS, NEXT MOST SENIOR OFFICER SAYS THIS</i> )
QM	Sunset Chief
Coxswain	Very well Make it so.
Bell	<b>BELL IS STRUCK</b> ( <i>ding-ding ding-ding</i> ).
QM	<b>STILL IS PIPED</b> ( <i>8 second still call</i> )
Coxswain	Ship's Company General Salute, Guard present arms.
BAND	<b>SUNSET IS PLAYED</b>
Guard PO	Guard Shoulder Arms
QM	<b>CARRY ON IS PIPED</b> ( <i>high-low</i> )
2 <sup>nd</sup> Most Senior Officer	Supernumerary Officers outwards turn
Coxswain	Sample Report: Sunset completed Sir/Mam. Request permission to carry on with Liberty Boat
XO	Carry on Chief
Coxswain	Aye-Aye Sir/Mam (Note, if the CO, were doing sunset, s/he would leave at this point and would be piped off. The XO would then proceed to the Dais and the Coxswain would report again, requesting

<b>Order by:</b>	<b>Order/Instruction</b>
	permission to carry on with Liberty Boat).
Coxswain	Guard Order Arms
Coxswain	Ship's Company Stand at Ease
XO	<i>LIBERTY BOAT - ANNOUNCEMENTS ARE MADE.</i>
Coxswain	Ship's Company Attention
Coxswain	Guard Shoulder Arms
Coxswain	Sample Report: Liberty Boat completed Sir/Mam. Request permission to Dismiss the Cadets.
Coxswain	Carry on Chief
Coxswain	Aye-Aye Sir/Mam
Coxswain	Ship's Company Dismissed.

**Liberty Boat is defined as cadets preparing to go home. It includes announcements for upcoming events, instructions for duties following dismissal, etc. The corps XO is normally responsible for liberty boat.**

NOTE: If the CO is doing Sunset, the CO would normally leave the deck following sunset, at which time the QM would pipe the side (low-high-low) as the CO passed through the gangway. The XO would then take the position on the dais for liberty boat.

Although, the CO normally leaves the deck immediately following Sunset, s/he may remain for a moment to address the cadets.

At a formal inspection, the CO leaves with the Inspecting Party before sunset, and the pipe is called when the Reviewing Officer passes through the gangway. In this scenario, the XO will take position on the dais for both sunset and liberty boat as outlined above.

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## MARKS OF RESPECT

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### Salutes

The most common form of respect shown to and among Officers is the salute. When two Officers meet, the junior salutes the senior as a sign of respect. Officers of the same rank need not salute one another, but may salute simultaneously as a sign of courtesy. Cadets are expected to salute all Officers, however, Cadets do not salute each other. When a cadet or officer wishes to address a more senior officer, s/he should halt in front of the officer and salute. At the end of dialogue, a final salute should be issued before departure. There are other occasions upon which to salute including:

- A moving flag passes you. (ie. Marching colour party).
- When passing a cenotaph or war memorial.
- Passing through a gangway.
- When the National Anthem, or other piece of importance (ie. Last post, etc.) is played.
- When the Flag is hoisted or lowered.

A comprehensive outline of the occasions when you should salute, are included in the Canadian Forces Manual of Drill.

### Addressing Cadets and Officers

Officers and Cadets should address one another by rank and last name. For Cadet ranks, abbreviations are not normally used when using the full name. For instance, you would say Able Cadet Smith as opposed to AC Smith. For senior cadet ranks, the class need not be specified, but one should say "Petty Officer" as opposed to PO or "Chief" as opposed to CPO.

When addressing Officers, one should always **use the rank and not the title**. For instance, do not say 'CO Smith.' Officers should stress to cadets the difference between a rank and a position in the Corps. **Do not use the response title** either. For instance do not say 'Mam Smith.'

### Responses

When responding to an Officer, one should always conclude their response with "Sir" or "Mam." For example, "Yes Sir" or "No Mam." For Cadets, abbreviations may be used for responses, such as Chief, PO, L/C, etc. For instance, "Yes, Chief" or "No PO" should be used.

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## REPORTING

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### General

It is customary, that for each subsequent event, a report is made. For instance, reports are made for Colours and Prayers, Inspections, and so forth. When reporting to another person, the general procedure is as follows:

- 1 Halt in front of the person you are reporting to. If already at the halt, stand fast. In either case, do not take a pace forward after halting.
- 2 Issue a Salute as necessary (ie. Cadets salute Officers, Officers salute more senior Officers, etc.).
- 3 Make your report, which includes your rank and last name, who you are reporting for, your purpose, and a request to carry on. For instance, "Chief Petty Officer 1<sup>st</sup> Class Doe reporting for NLCC Example. Presentation of Awards Completed, request permission to carry on Mam."
- 4 After the request is granted, say "Aye-Aye Sir/Mam/etc."
- 5 Salute once more and carry on.

### Inspections

The format for inspection reports is slightly different. In this case, you should be sure to include the *number* of individuals involved, in your report. For instance, "Petty Officer 1<sup>st</sup> Class Power reporting for Bonnaventure Division. 12 Cadets mustered and ready for inspection. Is it your pleasure to Inspect Sir." At the Conclusion of the Inspection, the person in charge of the Division should report again, "Inspection Completed, Request Permission to Carry On." Furthermore, for inspections, the salute is issued prior to the first report, and after the last report; not before and after each report. The order should be as follows:

1. Salute
2. Report for Inspection
3. Inspection
4. Report to Carry on
5. Salute

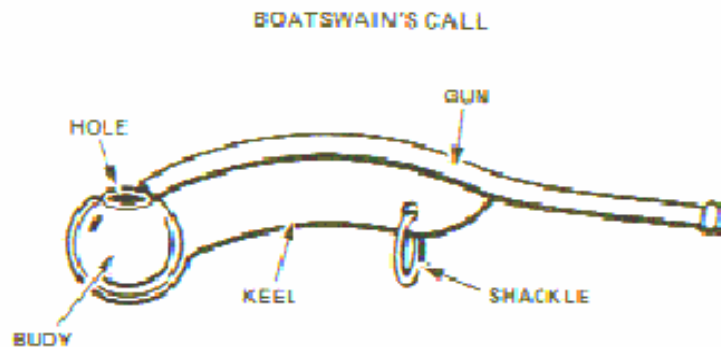
### Note:

**DO NOT TAKE A PACE FORWARD BEFORE A REPORT, OR A PACE BACKWARD AFTER A REPORT.** This is a common misconception, often confused with procedures for accepting awards. The reason for stepping forward for a presentation is to be closer to the presenter for shaking hands, etc. This is not necessary for reporting.

## BOATSWAIN'S CALL

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The **Quartermaster** will normally wear the Boatswain's Call and Chain. The parts of the Boatswain's call are shown below. The keel should rest on your thumb with the thumb near or on the shackle. The buoy should rest comfortably in the hollow of your hand. Your index finger should wrap over the gun. By blowing into the gun and opening and closing the last three fingers, you will be able to vary the note. When blown properly, the **high note is made when the fingers are closed** and the **low note is made when the fingers are raised**.



NOTE: CADETS ARE NOT REQUIRED TO  
KNOW THE NAMES OF THE PARTS.

### The Boatswain's Call

The most commonly used calls are:

- Still**            Used to call personnel to attention, between training periods, or when an order is being issued. This is also the call made just prior to the flag being raised during Colours and Prayers, and the flag being lowered at Sunset. This is an *8 second call of the high note*.
- Carry On**        This is piped after the reason for the still is completed. For instance, if the still is used to announce the end of a training period, the carry on will follow after the announcement. This is also the call made after the flag has been raised during Colours and Prayers, and after the flag has been lowered during sunset. This call has *one second of a high note and a sharp finish of approximately four seconds at a low note*.
- Side**             The side is piped when the commanding officer, reviewing officer, or other high-ranking officer or guest is coming alongside a ship and when coming aboard. This is the call used when the Reviewing Officer comes on deck for an Inspection, and when s/he leaves following the Inspection. This call consists of *four seconds low, four seconds high, and then four seconds low again*.

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