



CORPS STANDING ORDERS

ISSUED BY

Lt(N) B.N.P. Roberts
COMMANDING OFFICER
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PART 1

INTRODUCTION

Use of temporary Memoranda and other orders

1. The Commanding Officer (CO) shall issue temporary memorandums in order to inform the Corps of updates to the Corps Standing Orders (CSOs).
2. Heads of Departments (HODs), which are hereby referring to the Trg O, Sup O, and Admin O, are to amend sections of the CSOs within their purview. This shall be done through the use of Standing Operating Procedures (SOPs) and issue temporary memoranda when updates to the SOPs are made.

Use of Reference Publications

3. CSOs do not replace existing direction but provide summarization or amplification on specific issues at 1 RCSCC Nelson.
4. Orders and instructions contained in other publications have the reference noted. Continued use of all relevant publications is still necessary

Format

5. Part 2 - Corps Organization and General Information
6. Part 3 - Support Services Department
7. Part 4 - Training Department
8. Part 5 - Operations Department
9. Part 6 - Awards and Recognition
10. Part 7 - Corps Discipline
11. Part 8 - Terms of Reference

Terminology

12. Throughout the CSOs the generic term cadet(s) is used and shall be assumed to include cadets of all ranks, except where the situation dictates.
13. The term Ship's Company shall be used in reference to the Officers, CIs, volunteers and cadets registered with 1 RCSCC Nelson.

Reading of orders

14. These orders are to be read by staff cadets, officers, CIs, and volunteers on joining the 1 RCSCC Nelson.
15. Chief Petty Officers and Petty Officers are to read parts 1 and 2, and the part which applies to their department. They are to sign the departmental copy of the CSOs to signify the parts have been read.
16. The Coxswain is to read the entire CSO.

Amendment of CSOs/SOPs

17. Amendments to the CSOs or SOPs will be issued and approved by the CO. Changes must be submitted for recommendation to the CO by a HOD one month prior to implementation.
18. No unauthorized amendments or augmentations are to be made to the CSOs or SOPs.

PART 2

CORPS ORGANIZATION AND GENERAL INSTRUCTIONS

Command

1. On all occasions, the following officers take command over all other officers and cadets who are part of the same corps:
 - a. The Commanding Officer
 - b. The Training Officer
 - c. The Administration Officer

Chain of Command

2. The Chain of Command is based upon a departmental structure and delineates lines of responsibility and communication for administration and operation of the corps. A line diagram of the corps' functional organization is shown at Annex A.

Routines

3. Routines to be followed at the corps are given in Annex B.

Duty Personnel Organization

4. Selected officers and cadets shall serve, on a rotational basis, with the Operations department in the duty division. Its primary function is to look after the safety, security, and cleanliness of the corps and its Ship's Company.
5. The duty organization shall encompass an Officer of the Day (OOD), Petty Officer of the Day (POOD), and Duty Watch
6. The period of duty shall normally be for the duration of a training night/day.
7. On completion of the rounds the OOD conducting the rounds shall sign the appropriate documentation as indicated in the Operations Department's SOPs.

Responsibilities of Duty Personnel

8. The duty personnel consist of the following appointments:
 - a. OOD

- b. POOD
 - c. Quartermaster (QM)
 - d. Corporal of the Gangway
 - e. Duty Watch
9. Details on the responsibilities of the duty personnel can be found in Part 8 - Terms of Reference.

General Instructions

10. Cleaning responsibilities: Each department will be responsible for the cleanliness and appearance of their departmental spaces. Responsibility for classrooms, passageways, lobbies, heads and other communal areas will be assigned by the OOD.
11. Large pieces of gash that do not fit in the gash cans such as boxes shall be broken down and taken out to the dumpsters.

Routine Orders

12. Routine Orders will be published as required to disseminate information to the Ship's Company and shall include the following sections:
- a. Duty
 - b. Training and Activities
 - c. Dress regulations
13. Routine Orders will be prepared by the Training Officer (Trg O) as directed by the CO.

Evacuation Procedures

14. Evacuation procedures can be found in Annex C to this CSO.
15. All members of the Ship's Company shall become familiar with the evacuation procedures upon joining the Corps.
16. An evacuation drill shall be conducted by 31 October of each training year.

Meetings

17. Meetings with all the Officer, CI and volunteer staff shall be conducted once monthly or as directed by the CO.
18. HODs may conduct departmental meetings as required.
19. The Coxswain may conduct meetings with the Chiefs and Petty Officers as required, ensuring to make arrangements with the CO.

Lost and Found

20. Articles lost should be reported and turned over to the OOD or POOD as soon as the loss is discovered.
21. Scran lockers will be controlled by the Admin O. Unclaimed civilian gear may be donated to a charity organization provided that sufficient notice is given.

Building Use & Key Access

22. The following Officers shall be on key access list to SCOTIAN:
 - a. Commanding Officer
 - b. Training Officer
 - c. Supply Officer
 - d. Administration Officer
 - e. Standards Officer
27. The OOD shall be in possession and maintain control of the building keys during their period on duty.
28. Cadets shall not be in possession of the building keys.
29. Doors marked restricted access shall not be open.
30. Keys for file cabinets and rifles shall be secured in the key press and the key press shall not be left unsecured unless supervised.
31. The CO shall be notified before anyone draws keys to SCOTIAN out of regular routine.

32. Screening rounds shall be conducted by the officer that opens the building and all required documentation completed prior to commencement of activities.

33. Securing rounds shall be conducted by the Officer that closes the building and all required documentation completed.

External Communication

33. External Communication is any form of communication pertaining to Corps business to the Navy League of Canada, ZTO, a group, organization or individual that is not a member of the Ship's Company.

34. All external communication must have the approval of the CO. However, the Trg O has the authority to communicate with the ZTO as long as they cc the CO on the email.

Dress

35. Members of the Ship's Company shall adhere to their respective dress regulations.

36. Personal appearance at cadet activities when in civilian attire is regulated in the respective dress regulations.

37. All questions and comments with regards to dress shall be brought up through proper channels.

38. Members of the Ship's Company shall wear the prescribed order of dress unless:

- a. Another order of dress has been authorized or ordered by the CO through proper channels.
- b. They have been authorized by the CO to wear civilian attire.

39. Uniforms shall be brought to the Corps on a hanger if the member is coming straight from another activity.

40. For Civilian members of the Ship's Company or those without a uniform the following civilian orders shall be worn:

- a. Weekly Training nights: Business Casual
- b. Ceremonial parades : Semi-Formal
- c. Optional Training: Casual Dress

45. The guide for civilian attire can be found in Annex E

46. Cadets shall wear the following Orders of Dress:

- a. Weekly Training nights: Sea Training Uniform
- b. Ceremonial Divisions : C-2
- c. Optional Training: Nelson Clothing
- d. Sports Nights: PT Gear

47. CF Members shall wear the following orders of dress:

- a. Weekly Training nights: NCD
- b. Ceremonial Divisions: 3B
- c. Optional Training: NCD or Nelson Clothing or Casual Dress

Range Standing Orders

48. Range Standing Orders shall be IAW regulations found at Annex D.

Out of Bound Areas (OOBs)

49. The following areas are out of bounds to all Cadets;

- a. Outside of SCOTIAN unless supervised by a Petty Officer with permission from an officer. In all cases the OOD must be notified.
- b. The Wardroom, Chiefs & POs mess and Junior Ranks Mess.
- c. The Galley.
- d. OOB Areas will be amended as the situation changes (i.e. equipment on the deck).

Promotions

50. All promotions are to be done in accordance with CATO 13-02

Use of Cellphones and Personal Electronic Devices

51. The use of any cell phone or personal electronic device (PED) by cadets is not authorized during training activities.

52. These items may be used during stand easy.
53. Cadets found using Cell Phones or PEDs when unauthorized will be ordered to turn them off and place them on a desk away from other cadets and near the instructor and returned at the end of the training period. Instructors shall not confiscate the item and at no point should place it in their pocket.
54. A misconduct form shall be filled out IAW Part 7 para 8 of this CSO.
55. The Canadian Cadet Movement and the Navy League of Canada are not responsible for any loss or damage of any Cell phone or PED brought to Cadet activities.

PART 3

SUPPORT SERVICES DEPARTMENT

General

1. These orders are issued for the information and guidance of all personnel in the Support Services Department. Nothing in them is to be regarded as superseding orders of higher authority. Any contradictions of these orders with higher authority or suggestions for improvement are to be brought to the attention of the HODs through proper channels.

Administrative Division

2. The Administrative Division shall include the following services:
 - a. Standard publications and documents
 - b. Public relations
 - c. Routine orders as directed
 - d. Corps notices
 - e. Monthly Calendars
 - f. Maintenance of the Ship's Companies files
 - g. Corps attendance
 - h. Miscellaneous Administrative tasks

Supply Division

3. The Supply Division is to provide material to ensure that the corps is logistically prepared to implement the training program.
4. Material requirements are to be identified in sufficient time to facilitate pre-storing planning.

PART 4

TRAINING DEPARTMENT

General

1. These orders are issued for the information and guidance of all personnel in the Training Department; nothing in them is to be regarded as superseding orders of higher authority. Any contradiction of these orders with higher authority or suggestions for improvement is to be brought to the attention of the Trg O through proper channels.

Organization

2. The function of the training department is to implement the Royal Canadian Sea Cadet training program, as directed by the director of cadets and to manage the corps optional training programs. To execute this function the training department is divided into three divisions:
 - a. Phase training division
 - b. Standards division
 - c. Exercise and Event division

Phase Training Division

3. The phase training division is to ensure the phase training is implemented to the standard set in the QSP including all administrative functions and evaluations are completed.
4. The Phase training division is staffed in accordance with Phase Qualification Standard and Plan by:
 - a. Officers
 - b. Civilian Instructors and Volunteers
 - c. Petty Officers

Standards Division

5. The Standards division is to evaluate the instructional standards to ensure cadet and new instructors are meeting the standards of the QSP. The Standards division shall also conduct instructional development sessions, arranged through the Trg O.

6. The standards division is staffed by the following personnel:
 - a. Officer
 - b. Petty Officer

Exercise and Events Division

7. The Exercise and events division is to plan all events and activities to the standards set out by the QSP or other directions as indicated. All plans are to be finalized and equipment requests made a minimum of 60 days in advance of the exercise or event.
8. The exercise and Events division is staffed with the following personnel when an exercise or event is to be planned and conducted:
 - c. Officers
 - d. Civilian Instructors and Volunteers
 - e. Chief Petty Officers/ Petty Officers
9. The staffing while an exercise or event is being conducted may vary and shall be detailed in the exercise or events exercise order.

Duties and Responsibilities

10. Exercise/Event staff are assigned to the Training Department on a temporary basis during the planning and execution of the exercise or event.
11. Details on the responsibilities of the training personnel can be found in Part 8 - Terms of Reference.

PART 5

OPERATIONS DEPARTMENT

General

1. These orders are issued for the information and guidance of all personnel in the Operations Department; nothing in them is to be regarded as superseding orders of higher authority. Any contradiction of these orders with higher authority or suggestions for improvement is to be brought to the attention of the CO through proper channels.

Organization

2. The function of the operations department is to ensure the safety, security of the ship's company, providing the cadets with a chain of command to address their personnel issues, executing the efficient operation of the Corp's evening routine, monitoring the Corps merit point program and discipline system. To execute this function the Operations Department is divided into three divisions:
 - a. OOD
 - b. Parade Division

Duty Division

3. Details of the duty division are located in Part 2 of this CSO as this information applies to the Ship's Company and is not limited to operations personnel.

Parade Division

4. The function of the parade division is to ensure the corps conducts all ceremonial activities in accordance with appropriate Canadian Forces/Cadet Drill Manuals and following proper elemental customs and traditions. The unit's parade routine can be found at Appendix I.
5. The parade division shall be staffed by:
 - a. Coxswain
 - b. Regulating Petty Officer
 - c. Quartermaster
 - d. Gunnery Instructors

Duties and Responsibilities

6. Details on the responsibilities of the Operations personnel can be found in Part 8 - Terms of Reference.

PART 6

AWARDS AND RECOGNITION

General

1. These orders are issued for the information and guidance of all members of the Ship's Company; nothing in them is to be regarded as superseding orders of higher authority. Any contradiction of these orders with higher authority or suggestions for improvement is to be brought to the attention of the Admin O.
2. National Cadets honours and awards are regulated by CATO 13-16, provincial and some of the national awards are regulated by the Navy League of Canada.

Organization

3. The function of the awards and recognition programs is to acknowledge those cadets who put forth effort in the mandatory and optional Corps training programs and who demonstrate a high level of overall esprit du corps.
4. The Corps shall award the following fourteen awards on an annual basis:
 - a. Top Phase Cadet (Phases 1-4)
 - b. Top Guard member
 - c. Top Band Member
 - d. Parade Award
 - e. Seamanship Award
 - f. Marksmanship Award
 - g. Biathlon Award
 - h. Esprit de Corps Award
 - i. Leadership Award
 - j. Cadet of the Year
 - k. Cadet Choice

Administration

6. Individual criteria for each award can be found at Annex F.
7. The Admin O shall be responsible for the administration of Corps awards and recognition.
8. Selection of deserving cadets shall be conducted during an officer meeting determined by the CO.

Merit Point Program

9. The merit point program shall be used to help the selection of cadets deserving the awards listed in Part 6, Para 4 and for special opportunities. Points shall be allocated to individual cadets and divisions.
10. Points shall be awarded using the following criteria:
 - a. **Attendance** – Cadets will be awarded 5 points at the end of the month for attending mandatory training nights. A cadet that is absent without leave shall not be award attendance points. Absent with leave cadets shall not be penalized.
 - b. **Uniform** – Cadets will be awarded 5 points at the end of the month for wearing the uniform as required. Cadets not issued a uniform will be awarded points for wearing appropriate civilian attire as stated in Part 2 para 40 of this CSO. Cadets will also receive points for the following uniform inspection marks and top marks in their phase.
 - a. 80-119 – 1pts
 - b. 120-139– 2pts
 - c. 140-159 – 3pts
 - d. 160+ - 4pts
 - e. Top marks in phase – 5pts.

NOTE: Cadets that do not wear their uniform once will not be awarded 5 points at the end of the month. Cadet that are absent with leave will still be eligible to receive the full 5 points.

NOTE: The Admin O shall take note of cadets who are AWOL.

NOTE: The Sup O will ensure the Admin O always has an updated list of cadets without a uniform.

- c. **Esprit de Corps** – Cadets can be awarded with 1 merit point by Corps Officers, Volunteers, Chiefs and Petty Officers for demonstrating excellent Esprit du Corps. This can be measured in enthusiasm, dedication, demonstrating an interest in training, showing improvement, taking initiative and overall positive attitude and effort towards the Cadet Program.
- d. **Good Deeds** – Cadets can be awarded with 1 merit point by Corps Officers, Volunteers, Chiefs and Petty Officers for demonstrating good citizenship and polite behaviour. This may not be cadet related and can be observed outside of the cadet program.

- e. **Cock of the Walk** - Individual cadets points will add to the division total point count. Divisions will also be awarded points for conducting team exercises as determined by the XO.

PART 7

CORPS DISCIPLINE

General

1. These orders are issued for the information and guidance of all members of the Ship's Company; nothing in them is to be regarded as superseding orders of higher authority. Any contradiction of these orders with higher authority or suggestions for improvement is to be brought to the attention of the Supply Officer.
2. Officers, CIs and Volunteers shall be familiar with CATO 15-22.

Organisation

3. The function of the corps discipline procedures is to encourage cadets to develop appropriate behaviour while dealing with discipline issues at the lowest level. Breaches of conduct shall be escalated in the following manner:
 - a. Petty Officer/Chief Petty Officer
 - b. Officer of the Day
 - c. Sup O
 - d. CO
4. The CO shall be responsible for the Corps discipline as per CATO 15-22.
5. The Sup O shall monitor the Ship's Company's discipline and keep the CO informed and advise the Corps Staff on discipline matters.

Administration

6. All misconduct is to be documented.
7. Low level corrective action is to be documented as per CATO 15-22, para 19 using the Misconduct Report located in Annex H. Once completed this form is to be submitted to the Sup O for review, recording, endorsement and submission to the Admin O for filing in the cadet's personnel file.
8. Once a cadet has a minimum of three misconduct reports for the same type of misconduct a cautionary notice shall be issued as per CATO 15-22.
9. CATO 15-22 shall be referenced for further breaches of conduct.

PART 8

CORPS TERMS OF REFERENCE

General

1. These orders are issued for the information and guidance of the Ship's Company; nothing in them is to be regarded as superseding orders of higher authority. Any contradiction of these orders with higher authority or suggestions for improvement is to be brought to the attention of the CO through proper channels.
2. Members of the Ship's Company are responsible for carrying out the duties as per their Terms of Reference.
3. Amendments and augmentations to Terms of Reference are made as per the procedure in Part 1 Paras 8-9.
4. HODs are to include the applicable Terms of References in their departmental SOPs.