

# **#22 Royal Canadian Sea Cadet Corps “UNDAUNTED”**



**BIENVENUE!**  
(Welcome!)

**Corps Handbook  
2011-2012**

NOTE: The information contained in this handbook was accurate at the time of printing.  
Changes can and will take place throughout the training year.  
Watch the website and listen for announcements of changes throughout the year.

## **TABLE OF CONTENTS**

### **FORWARD**

- Commanding Officer's Message
- About Sea Cadets – General Introduction
- Navy League of Canada – Calgary Branch message

### **CORPS DEPARTMENTS**

- Administration
  - Staff Contact List
- Supply
- Training
  - Training Timetables

### **CORPS ORGANIZATION**

- Chain of Command
- Rank Structure

### **STANDARDS**

- Uniforms
- Civilian Dress Standards
- Personal Appearance
- Promotion Policy
- Awards & Recognition

### **CONDUCT & DISCIPLINE**

- Paying Compliments
- Smoking/Alcohol/Drugs
- Positive Social Relations for Youth (PSRY)
- Attendance Policy

### **DIRECTED & OPTIONAL TRAINING**

- Drill Team
- Band
- Guard
- Marksmanship Team
- Biathlon
- Sports
- Sailing & Sail Levels
- Summer Training

### **REFERENCE MATERIAL (things to memorize)**

### **BACKGROUND OF SEA CADETS**

### **RCSCC UNDAUNTED CORPS HISTORY**



## Greetings from the Commanding Officer

Lieutenant (Naval) Kelli Novak, MSc

Welcome to the 2011-12 training year of #22 RCSCC “Undaunted”.

For those cadets that are returning to the corps, you’re already very much aware of what awaits you – another year full of challenge, and striving to develop our personnel and programs to a whole new level of excellence. In addition to the very successful Sailing, Band, Guard, Biathlon, Marksmanship and Drill team programs that ran last year, First Aid and Citizenship opportunities will be offered this year as well.

For our new members, you’re about to embark on an exciting journey into self discovery. This program is not for everyone – and your success is entirely in your own hands. Speaking as a former cadet, and having witnessed hundreds of cadets pass through the program as an officer, I can guarantee you that if you’re willing to learn and commit yourself to the experience of being a cadet, you will do and accomplish things you never thought yourself capable of. Give the program a full training year and a summer’s worth of your time, and you’ll be hooked. At the end of your career you’ll look back and be amazed at what you will have accomplished.

I encourage parents and guardians of new cadets to stop by the unit to observe a training parade or two, but also especially to meet and get involved with our sponsoring association, the Calgary Branch of the Navy League of Canada, made up of parents of cadets who support “Undaunted’s” programs and operational needs through their volunteer efforts to organize and operate our recruiting and fundraising efforts, to name just a few. The corps has big goals for this year and the years to come, so we’ll need the support of parents in addition to the commitment of your cadets in order to accomplish them.

A final thought – it is entirely true that the cadet programs are free of financial cost for membership, and is also true that the vast majority of our programs are free from financial expense to the cadets and their families, but there are still costs involved. Not only will cadets be expected to engage in occasional fund raising activities in support of the programs, but there are additional costs in terms of dedication, commitment and perseverance. If a cadet wishes to gain opportunities for career advancement, chances to attend summer training, ship deployments, international exchange, or to earn staff cadet employment opportunities, they must develop these personal qualities as very little is simply ‘handed’ to a cadet if they do not demonstrate abilities.

“Undaunted” is truly fortunate to have a knowledgeable, enthusiastic and dedicated staff, sponsoring association, and a group of cadets who strive to prove that they can accomplish most any challenge placed before them, and usually do so. That being said, the 2011-12 training year will once again see “Undaunted” move the bar even higher for our cadets – and I’m very confident the cadets shall deliver. Enjoy your year – remember you’ll get everything out of the program you’re willing to put into it.

## **About Sea Cadets**

**Congratulations!** You have just taken the first steps toward becoming a member of the best youth program Canada has to offer. The opportunities are limitless – you won't regret it!

The Royal Canadian Cadet program is a national program, developed by the Department of National Defence (DND) for youth ages 12 to 18 who want to make new friends while participating in fun and challenging activities. DND shares joint responsibility for the Cadet Program with its civilian counterpart, the Navy League of Canada.

### **The goals of the Cadet Program are:**

- To promote teamwork, leadership and citizenship
- To promote physical fitness
- To stimulate an interest in the activities of the Canadian Forces

### **Costs**

There are no registration fees or dues to join the Cadet Program. Parents are asked to take out a membership in the Navy League Branch (\$50) and cadets and parents are encouraged to participate in and contribute to fundraising on behalf of the Calgary Branch of the Navy League, to offset costs not covered by the Department of National Defence.

### **Uniforms**

Upon joining, uniforms are loaned to you free of charge. They remain the property of the Corps and must be returned if you decide to leave.

### **Canadian Forces**

While cadets will learn about the Canadian Forces, they are not members of the military, nor are they expected to join.

### **Attendance and Active Participation**

Cadets are expected to attend weekly Tuesday meetings (Parades). Missing too many parades can interfere with completion of training and promotions. If a cadet will be absent, they must notify the corps and ensure that they catch up on missed training. Cadets should be punctual; arriving 5-10 minutes before an activity starts.

### **Staff**

The Corps staff is comprised of members of the Cadet Instructors Cadre (CIC), a branch of the CF Reserve Force responsible for the training and administration of cadets. Other Canadian Forces members and Civilian Instructors/Volunteers and Subject Matter Experts may also be part of the staff from time-to-time.

## **Sponsoring Committees**

Sponsoring committees are community-level organizations that coordinate local support for the Cadets. Depending on the unit, they can include parents, community members, service clubs, town councils and corporations. The Navy League of Canada is the supervisory body for the local sponsoring committee. Undaunted's sponsoring committee is the Calgary Branch of the Navy League of Canada.

### **The Calgary Branch is responsible for:**

- providing suitable accommodation for cadet training activities
- promoting the Cadet Program to the community through advertising and recruiting
- fundraising and managing the funds for additional activities not supported by the DND

## **Parental Role**

Supporting and encouraging your child is an important aspect of your role in the cadet program. Please help your cadet to arrive on time for cadet activities, and be there to pick them up promptly when activities end. It is important that you keep the Corps Staff informed of any changes that may affect your child's personal file such as medical concerns, emergency contact information, legal custody, and contact info. You should also inform the Corps Staff of any incidents or concerns, or if your child wishes to leave the program.

Feel free to contact the Commanding Officer or a member of the staff at any time throughout the year.

The responsibility rests on your child to keep you informed of the activities at the cadet unit.



# Calgary Branch, Navy League of Canada

A message from the President: Mrs Lera Shirley

## To The Parents of Cadets:

Welcome to the Sea Cadet program, your son or daughter will learn skills and make new friendships that can last for years to come. Your involvement as a parent is to support and encourage their progress and success.

## Monthly Calgary Branch Board Meetings

The Calgary Branch of the Navy League of Canada is an organization of like minded persons, who believe in and adhere to the Mission Statement of the Navy League of Canada - “to promote, organize, sponsor, support and encourage the education of youth through the Cadet Movement” with a Maritime (Sea) Orientation.

The Calgary Branch is responsible for the fund raising, holding and administration of funds for RCSCC Undaunted and NLCC Captain Jackson. Parents are strongly encouraged to take part in the activities of the Calgary Branch by volunteering at fund raising events such as (but not limited to): Bingos and Casinos and by volunteering as a Board Member of the Branch. Board Members are elected at our Annual General Meeting held at a date set by the Branch Board. Please access our list of events and dates through the Corps website [www.undaunted.ca](http://www.undaunted.ca) and the Branch newsletter “The Anchor Watch” sent to your email, please ensure that we have your current email address.

## Membership

Parents are strongly encouraged to take out a Membership in the Calgary Branch. Membership is \$50 per cadet per year to a maximum of \$100 per family if you have more than two cadets registered (including NLCC Captain Jackson). Membership money covers cadet and adult volunteer liability, gives you the right to vote at our Annual General Meeting and Special Meetings of the Branch, also the privilege of being able to run for a position on the Branch Board and to secure Volunteer Clearance under the regulations for the Navy League of Canada (at no cost). A portion of your membership fee is designated as donation to the Corps activities and a Revenue Canada Tax Receipt is issued for that portion.

## Fundraising

The Sea Cadet Program is co-sponsored by the Department of National Defence (DND) and the Navy League of Canada. DND supplies cadet and officer uniforms, trains and promotes the Officers who are responsible for your cadet(s), provides rations (meals) and transportation for DND sponsored activities as well as Cadet Summer Training Centres at various locations across Canada.

In addition to the wonderful tools provided by DND there are also supplementary activities (such as Band, Guard, Drill Team, Biathlon and Marksmanship) and training aids (such as band instruments, air rifles, and skis) that are necessary to provide a well rounded program for the cadets. These additional items are paid for solely by your Navy League Branch. In order to provide these supplementary activities it is necessary for the Branch to raise money through additional fund raising initiatives such as Bingos, Casinos, Chocolate Sales, Christmas Wreaths, Bottle

Drives, Silent Auctions etc. . All these activities take a great deal of manpower and it is absolutely necessary that our cadet parents pitch in and all do their part to make these fund raisers a success. We ask that you contact your Branch Liaison to offer your support and manpower so that we can make our cadet year the best it can be for your cadet.

### **Protocol**

There are a few things you must know to be a good cadet parent. When dropping off and picking up your cadet(s) please pull completely into the parking lot and use a stall. For safety reasons, please do not stop in front of the museum or the commissionaires shack. Please use only the main front door or south end door to the parade deck to enter/exit HMCS Tecumseh. Upon entering the Old Naval Museum Building where the cadet and branch offices are, please approach the Administration Desk (to the left of the doors) and ask for the person you wish to speak to. Please do not roam about or hang out in the office space. For privacy and security reasons, some areas of the office building are for authorized personnel only.

When on the parade deck we are never allowed to walk across the deck during the training evenings. That space is reserved exclusively for the cadets, officers and inspecting dignitaries. There are usually parade markers set out at the four corners of the square that delineate the boundaries, please stay along the periphery of the parade deck. Any time that the Canadian Flag is raised or lowered you must stand still, remove your hat and give your attention to the flag. You will notice the cadets are standing at attention during this time. Each parade evening ends with announcements, during this time we ask that visitors remain quiet and listen to the announcements. As parents it is also our responsibility to hear the announcements so that we can help our cadet get signed up for any activities that are of interest to them.

### **Volunteers**

If you have a unique skill that can benefit the cadets, please let us know! We can always use help with the website, recruiting, the canteen, Open Houses, fundraisers and organizing special events for the cadets. You do not need to be a Board member to aid us with these activities.

The Navy League of Canada and its partner DND jointly support the Royal Canadian Sea Cadets, a premier youth organization. The Sea Cadet program is a comprehensive program, which is run in a structured, disciplined and safe manner. In this context, it is important to ensure all volunteers are appropriately selected, initially supervised, well-intended, offer skills which add value and complement the program, and are good role models for Sea Cadets. Knowing the volunteers, their skills and talents, and their intended contribution is very important to the Corps Officers, staff and the Calgary Branch. A team effort produces the best results for the greater benefit of the Cadet Movement.

It should be understood that the Branch's responsibilities for civilian volunteers complement those of DND and are of a supporting nature. The Commanding Officer and his/her supporting staff have command and control of the Cadets and are responsible for supervision and implementation of the training program set out by DND. To fulfill its responsibilities to the cadets, DND is required to conform to rulings by the Supreme Court of Canada that defined the level of care required by any organization in protecting youth under its direction. This level of care has been defined as that which would be exercised by a prudent parent in protecting their child. As a full, active partner in this aspect of the Sea Cadet Program, it is also reasonable that we should also insure that our registration and screening protocols meet the same standard required by our military partners.

In order to be properly acquainted with League volunteers and other volunteers, certain information is required of our volunteers. A **Volunteer Registration and Information Form must be completed**. An interview with a League representative will be required after receipt of the completed form and a Police Record Check. For positions of trust (such as Treasurer and Fund Raising), a Credit Check may be required.

By applying and being approved, the Volunteer undertakes an obligation to report any subsequent change to his/her situation/circumstances that is of a nature to reasonably and usually require a re-evaluation and re-screening (example, a new criminal offence).

We thank you for your generous offer of volunteer services and hope you understand the legal and moral obligation of the Branch in reviewing the suitability of all individuals working or involved with youth.

**Feel free to contact us via our email addresses listed below or by leaving a message at 403-466-0721.**

Volunteering will enhance your cadets' experience.

We welcome any and all participation.

Welcome to RCSCC Undaunted and the Calgary Branch. We are happy to have you join us.

The Calgary Branch - Navy League of Canada

Executive 2011/2012

President Lera Shirley [alive1@shaw.ca](mailto:alive1@shaw.ca)

Vice President/Treasurer Allison McCaffrey [allison.mccaffrey@shaw.ca](mailto:allison.mccaffrey@shaw.ca)

Secretary Christine Graff [chris.graff@hotmail.com](mailto:chris.graff@hotmail.com)

Past President Chuck Von [chuck.navy@hotmail.com](mailto:chuck.navy@hotmail.com)



## **CORPS DEPARTMENTS**

### **ADMINISTRATION**

The Administration Office is located in the old Naval Museum Building.

The Administration Department is responsible for corps personnel and administrative files, attendance, recruiting, and correspondence. All forms, including applications to join the corps and/or to attend summer training are submitted to the Administration Department.

If you will be missing training (mandatory or complementary) you (**the cadet**) must inform the Administration Department either **by phone (403-242-1029)**, or **in writing**, using a Request for Leave Form found at Admin Desk. On Tuesday evenings, **notification of absence must be reported no later than 1900 hrs in order to be recorded as “on leave”**. Late notifications will be recorded as “absent without leave” (AWOL) and can impact access to future opportunities like summer training.

The Administration office is open during regular parade nights (Tuesdays) 5:45 pm-9:45pm (Sunday 10:00 till 12:00)

### **CORPS CONTACT INFORMATION**

**Phone:** (403) 242-1029

**Email:** [Linda.Wellwood@cadets.gc.ca](mailto:Linda.Wellwood@cadets.gc.ca) (Admin Officer)

**Websites:** [www.undaunted.ca](http://www.undaunted.ca)

**Address:**  
1820 24 Street SW  
Calgary, AB  
T2T 0G6



## CORPS STAFF 2011-2012

**\*\*Cadets: Always use the chain of command. Contact your Divisional Petty Officer first, if they are unreachable or unable to answer your question, call your Divisional Officer.**

Name	Position	Email
Lt(N) Kelli Novak	Commanding Officer	<a href="mailto:Kelli.Novak@cadets.gc.ca">Kelli.Novak@cadets.gc.ca</a>
Lt(N) Jackie Parkin	Executive Officer	<a href="mailto:Jackie.Parkin@cadets.gc.ca">Jackie.Parkin@cadets.gc.ca</a>
ASLt Becki Tyssen	Training Officer	Becki.Tyssen@cadets.gc.ca
NCdt Linda Wellwood	Administration Officer	<a href="mailto:Linda.Wellwood@cadets.gc.ca">Linda.Wellwood@cadets.gc.ca</a>
CV John Idington	Supply Officer	supo@undaunted.ca
PO2 Keith Bowen	Instructor/DivO	
CV Chris Tyssen	Instructor/DivO	
CV Sadiq Valliani	Instructor/DivO	
CV Paul Eslinger	Instructor/DivO	
	Band Officer	
CV Kevin Thody	Marksmanship Coach	
CV Holly Idington	Admin Assistant	

CV = Civilian Volunteer CI = Civilian Instructor

### SUPPLY

Cadets are equipped, at no cost, with a uniform after 3 consecutive weeks of training (subject to availability). The uniforms are supplied by the Department of National Defence, and are **on loan to the cadet** for the duration of their membership in the Corps. Our supply office maintains a small inventory of uniform pieces for the purpose of replacing uniform components that are too small or in ill repair. The care of this uniform and asking for replacement parts is the **responsibility of the individual cadet**.

The supply office is located in the old naval museum building and is open Tuesday evenings 6:15pm – 9:00pm, and appointments can be made to see the Supply Officer on some Sundays as well. These are the times that you can exchange uniform parts (it is expected that **the cadet** take the initiative to visit supply to have parts ordered/exchanged when necessary). If you require a uniform part that is not in stock it must be ordered in from our supplier which located in Quebec. This process can take some time (3-4 weeks) depending on availability (ie. Usually takes longer in Sept- Oct due to all units ordering parts). When your uniform part(s) arrive the Supply Officer will make an announcement.

When a cadet leaves the Corps, either by aging out at 19, moving to another city, or choosing to leave the program, the uniform **must** be promptly returned to Supply.



## **TRAINING**

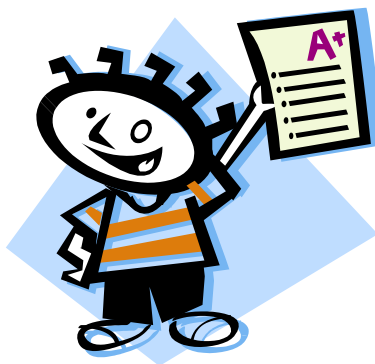
The Training Office is located in the old naval museum building.

The sea cadet-training program consists of 4 phases of mandatory training. These levels start at phase 1 which is basic and gives way for phases 2, 3 and 4 to build upon. Some of the classes you can expect to learn include Drill, General Cadet Knowledge, Citizenship, Leadership, Fitness, and various aspects of Naval History, Naval Lore, Seamanship, and Sailing. Mandatory training runs on Tuesday nights at HMCS Tecumseh from 6:30pm to 9:00pm.

In 2008-2009, a new training program began to be phased in starting with the Phase 1 program. This new program is oriented more towards hands-on learning. This approach is accomplished through alternate methods of instruction. This new program will continue to roll in adding a new level each year until 2011-2012 when all 4 phases of training will have switched over to the new program.

Complementary Training is training that helps to supplement the classroom teachings. These include museum tours, sailing, citizenship tours and activities, ceremonial parades, community service and outdoor adventure training weekends. This training takes place throughout the year on parade nights and weekends making it possible for maximum participation.

Optional Training is training that reinforces the cadet program aims of Leadership, Citizenship, and Physical fitness. These activities also help to boost morale and esprit de corps within the Corps. These activities include sports teams, drill teams, band, guard, marksmanship, biathlon, and first aid. Most of this training runs on Sundays between 9:00am and 4:00pm. In addition, we hope to have as many band members as possible rehearsing with the HMCS Tecumseh Naval Reserves Band on Wednesday evenings whenever possible.



## TRAINING NIGHT TIMETABLES

### Mandatory Training Parades - Tuesdays – Ships Routine

Timings	Action
1800 (6:00 pm)	Senior Cadets/Officers On Board/ Officer of the Day
1805	Leave expires, all cadets on board
1815	Cadets fall in on parade, Duty watch closes up
1825	XO Takes Parade, March on Color Party/Guard/Band
1855	Fall In for Classes
1905 to 1935	Period 1 classes
1935 to 1950	Stand Easy (break) for OS and AB
1935 - 2005	Period 2 Classes for LS and PO2
1950 – 2020	Period 2 classes for OS and AB
2005 – 2020	Stand Easy for LS and PO2
2020 – 2050	Period 3 classes
2050	Out pipes, muster for Sunset
2055	Cox'n takes parade
2100	XO takes parade, announcements
2105	CO on parade, Sunset, remarks, announcements
2115	Ship's Company dismissed, Muster duty division
2145	Liberty boats, all hands ashore

Parents are encouraged to be in attendance for the Sunset Parade each Tuesday evening to hear the announcements about upcoming corps activities

Some nights we are finished earlier or later than 2115 (9:15 pm) depending on the number of announcements, please be flexible.

All junior cadets and those not on duty should be picked up no later than 2130 hrs (9:30 pm)

### Optional Training Activities\*

**Mondays** – Officer Administration Night, No Cadets

### Sundays – Drill Team, Guard, Band, Biathlon, Marksmanship

Timings	Action
0900-1000	Drill Team
1000-1200	Guard and Band
1200-1230	Lunch break (bring own lunch)
1230-1530 (approx)	Biathlon/Marksmanship/Div meetings/other optional activities

\*please note that the term 'optional' does not mean that attendance is optional in these programs. If you are a member of the band, guard, drill team or other group that regularly meets on Sundays, regular attendance is expected.

### Sundays – Full Ships Practice Last Sunday of Every Month

Timings	Action
0900-1000	Drill Team
1000 - 1230	**Full Ships company practice**
1230 – 1300	Lunch Break (bring own lunch)
1300 to 1400	Divisional Practice/uniform work
1400-1530	*Range Open*
1600-1700	Officers Meeting

- Range open – subject to availability of Range Safety Officer
- \*\*all cadets required to attend

## **CORPS ORGANIZATION**

### **CHAIN OF COMMAND**

Our Corps utilizes 3 interlinked chains of Command: Officers, Parent Sponsoring Committee, and Cadets. The chain of command is used to pass information as easily as possible up and down the corps hierarchy. It can be compared to the rungs on a ladder that sit one atop another. The chain of command is simply the best way of organizing people so that orders and information get passed from one person to the next.

The Officers are responsible for the day to day operations of the Corps. The top of The Officer Chain of Command is the Commanding Officer (CO). The CO is also in charge of liaising with the Calgary Branch, Navy League of Canada, the Area Cadet Officer (Calgary), and the Regional Cadet Support Unit (RCSU Prairie) in Winnipeg.

The Calgary Branch, Navy League of Canada is in charge of raising funds and supporting the Officer staff in daily operations. A Liaison is appointed from the Calgary Branch, NLC to work with the Commanding Officer

The senior cadet in the chain of command is the Coxswain (pronounced Cox'n) and is in charge of daily operations at the Corps (with officer guidance and support). The Cox'n acts as a liaison between the officer staff and the cadets.

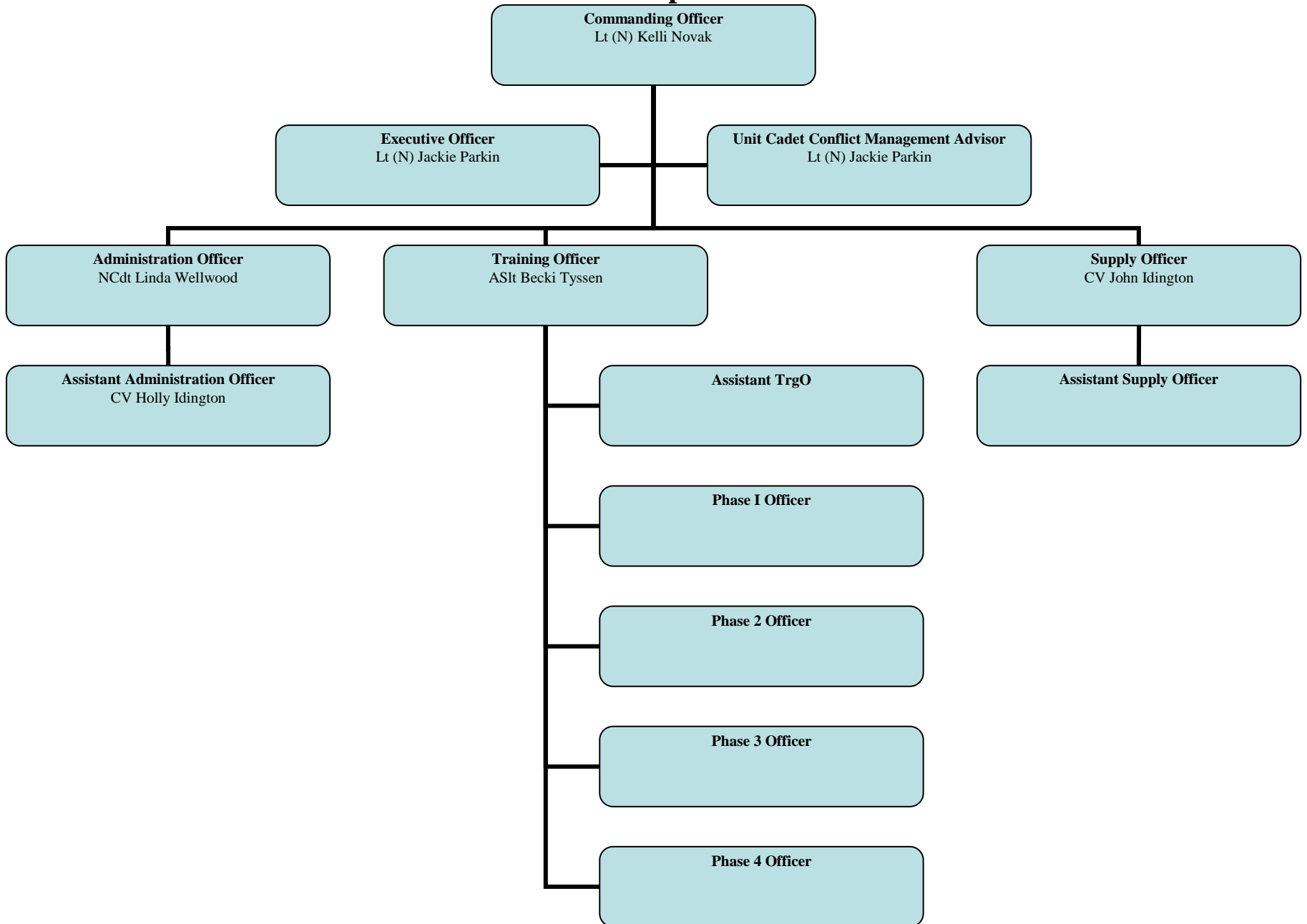
There is a vast amount of things that are required to happen in order to have the corps run effectively. These 3 chains of command are crucial to ensuring information is passed along, training is effective, and to solve problems in a timely and efficient manner.

It is very important to follow your chain of command. They can answer your questions, offer guidance and support, and keep you informed.

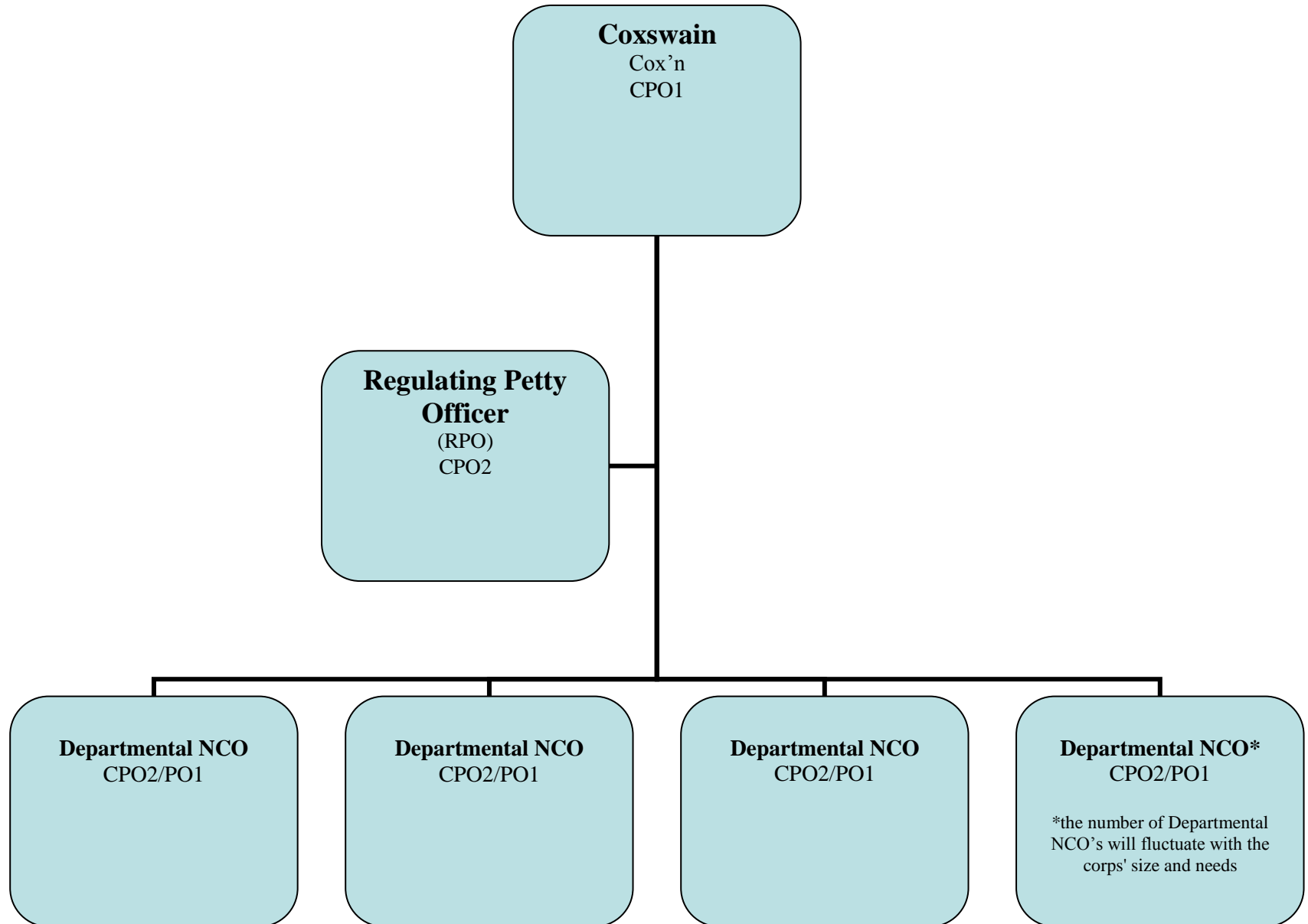
(There is a higher chain of command outside the Corps for both the officers and the Calgary Branch, NLC . Your contact with them should be only under extenuating circumstances. All questions and concerns can be addressed within one of the Corps chains of command.)

















## #22 Undaunted RCSCC – Corps Staff Chain of Command



## #22 Undaunted RCSCC – Cadet Chain of Command



## Rank Structure for Officers and Sea Cadets

Naval Officer Ranks (Army/Air equivalent shown in italics)	Sea Cadet Ranks
<p><b>Naval Cadet (NCdt)</b> <i>Officer Cadet (OCdt)</i></p> 	<p>Ordinary Seaman (OS) No insignia</p>
<p><b>Acting Sub-Lieutenant (ASLt)</b> <i>Second Lieutenant (2Lt)</i></p> 	<p>Able Seaman (AB)</p> 
<p><b>Sub-Lieutenant (SLt)</b> <i>Lieutenant (Lt)</i></p> 	<p>Leading Seaman (LS)</p> 
<p><b>Lieutenant (Naval) Lt(N)</b> <i>Captain (Capt)</i></p> 	<p>Maser Seaman (MS)</p> 
<p><b>Lieutenant Commander (LCdr)</b> <i>Major (Maj)</i></p> 	<p>Petty Officer Second Class (PO2)</p> 
<p><b>Commander (Cdr)</b> <i>Lieutenant Colonel (LCol)</i></p> 	<p>Petty Officer First Class (PO1)</p> 
<p><b>Captain (Naval) Capt(N)</b> <i>Colonel (Col)</i></p> 	<p>Chief Petty Officer Second Class (CPO2)</p> 
<p>Officer Ranks Not Shows: Commodore, Rear Admiral, Vice Admiral, Admiral</p>	<p>Chief Petty Officer First Class (CPO1)</p> 

## STANDARDS

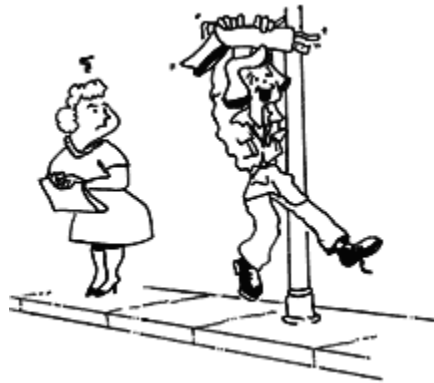
### UNIFORMS

Cadets are issued, at no cost to them, a uniform that they must maintain throughout their cadet career. They will be taught how to shine their boots, iron their shirts, tunics and pants. The uniforms are supplied by the Department of National Defence, and are on loan to the cadet for the duration of their membership in the Corps. Uniforms must be returned promptly to Supply when a cadet ceases to be a member of the Corps.

### CADET UNIFORM DRESS STANDARDS

1. Sea Cadet Orders of Dress appear in CATO VOL 3 – 35-01  
(These can be found in the Admin Office or online at:  
<http://www.cadets.ca/coats-saioc/cato-oaic/sea-marine.aspx#CATO%2035-012>.  
All orders of dress shall be worn in a clean, neat, professional manner at all times.
2. The uniform of the day, as promulgated, will be worn in its entirety for the duration of the event. **The only acceptable excuse for being out of uniform is that you do not have one** (this applies to new cadets). New cadets who have not yet received their uniforms will be asked to wear **black pants and a white shirt** until such time as a uniform is issued to them. If a situation arises that you must attend a parade night in civilian clothing, appropriate civilian attire will be expected (ie. No jeans, spaghetti straps, exposed mid-riffs or flip-flops). **Your civilian attire should be equitable to the uniformed dress of the day.**
3. Cadets are to wear the issued overcoat/toque/gloves as applicable to the weather conditions. The wearing of suitable civilian heavy winter coats, hats, mitts and boots over the uniform is authorized if a cadet has not been issued the uniform equivalent.
4. All issued clothing is to be clearly marked with the cadet's name.
5. Replacement of lost or ill-fitting articles of clothing is the responsibility of the individual cadet. To replace an item you must see the supply officer.
6. Nametags shall be worn with all ceremonial and service orders of dress. Nametags shall **not** be worn as follows:
  - a. on the gun shirt or turtleneck sweater
  - b. on the outside of overcoats
7. Cadets shall not wear uniform except when:
  - a. on training, or proceeding to or from their place of training; or
  - b. attending a military function or ceremony at which the wearing of uniform is appropriate, and the CO has granted permission for this to occur.  
(in other words, the cadet uniform is NOT to be worn as a Hallowe'en costume)
8. Cadets require the permission of the CO to wear any order of dress on any occasion other than an authorized cadet function. This includes events such as weddings, baptisms, funerals, and Remembrance Day services at the cadet's school.

9. **Uniform parts shall never be worn in combination with civilian clothing.** For example, the uniform jacket (tunic) is never worn as a jacket with civilian clothes. The cadet overcoat is never worn over civilian clothes and civilian overcoats should NOT be worn over the uniform unless no overcoat has been issued. See the Supply Officer to order an overcoat if you don't have one. (the only exception to this is when "boots and white tops" are ordered for certain practices in conjunction with civilian clothing. In this case, the boots and white tops should be carried to the training facility and put on when the cadet arrives – they should not be seen in public wearing boots and white tops with civilian attire).
10. Undergarments will be worn with all orders of dress and shall be of an appropriate colour so as not to be visible through uniform items of clothing.
11. While in uniform in public, **cadets must wear the complete uniform at all times**, and behave as good citizens and good ambassadors for the cadet program and for #22 RCSCC Undaunted. (A cadet should never be seen on the street or in a public place wearing only part of a uniform and/or behaving in an inappropriate manner). **Consider yourself a walking billboard – you are on display, advertising the best youth program Canada has to offer. Wear that uniform with pride!**



## Seaman's Cap or White Top



- Worn so that the rim is one finger above your eyebrow.
- The front cap seam is centered directly over your nose.
- Your chinstay is to be sewn inside your cap at the length that permits the stay to fit under your chin. You do not wear your chinstay unless you are told to.
- Hand wash your cap regularly in cold water and detergent, using an old toothbrush to scrub the dirt off.
- Cap tallies with "Royal Canadian Sea Cadets" should be centered so that the front cap seam is between the "I" and "A" of the word "Canadian".
- Tie your cap tally with a neat bow, not more than 7.5 cm and not less than 5 cm across. The ends are of equal length.
- Center your bow over the left ear vents.
- Cap tallies with corps names shall be worn the same way, except centered accordingly.

## Gunshirts



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

## Tunic



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

## Lanyard



- Worn under the collar of your tunic.
- The knot is at the level of your first fastened button.
- Tuck the end of your lanyard into the inner corner of left breast pocket with the slack or bight hanging 8 cm below the level of the top of pocket.
- Wash with warm soap/water – no bleach

## Trousers



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

## Parkas

- 3-in-1 design
- When carried, drape it over your left arm.
- When worn, do up the zipper.
- Your rank is attached to your shoulders on slip-ons.

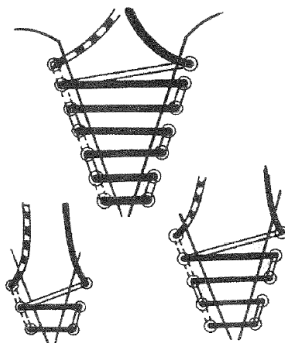
## Gloves (black)

- Worn with your parka when the weather is cold.

## Boots

- Laced horizontally from side to side (see below).
- There are time-honored methods to bringing your boots up to the shiny standard you see on other boots. It takes time and patience, but hard work will bring great results. **Try the following using Kiwi Brand shoe polish and a Kiwi Brand polishing cloth:**
  - Remove dust and dirt from boot with a soft damp cloth.
  - Use an old toothbrush to remove dirt from catwalks.
  - Use a toothbrush, with polish, to blacken the catwalks.
  - Apply a moderate amount of polish to the area of the boot you will polish first.
  - Use a polishing cloth or other soft cloth wrapped around your index finger and dampened with cool water.
  - You should work on one section at a time. Apply the polish in a circular motion. Start with larger circles to cover the area with polish. Use smaller circles as the polish works into the boot. Continue with the circular motion until you can no longer see the circles formed by the polish.
  - You will have to continue applying coats of polish in this way until the boots have a high gloss.
  - Be patient, good boots take time.

## Proper Boot Lacing (straight lacing)



STRAIGHT ACROSS METHOD

## Toque (black)

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

## Socks

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

## Webbing

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



## Badges

- Will be sewn on the cadet tunic neatly, using a thread which blends in with the material.

### Rank Badges

- Rank badges (Able Cadet to Qualified Petty Officer First Class) are worn on the upper left sleeve, centered midway between the shoulder seam and the point of the elbow.
- Rank Badges (Rated Petty Officer First Class to Chief Petty Officer First Class) are worn on the lower left sleeve, centered midway between the bottom of the cuff and the point of elbow.

### Qualification and Appointment Badges

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

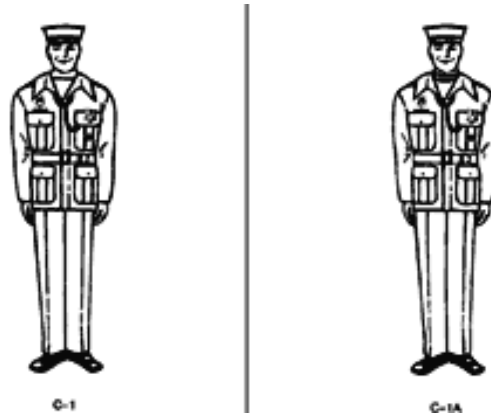
### Proficiency Badges

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

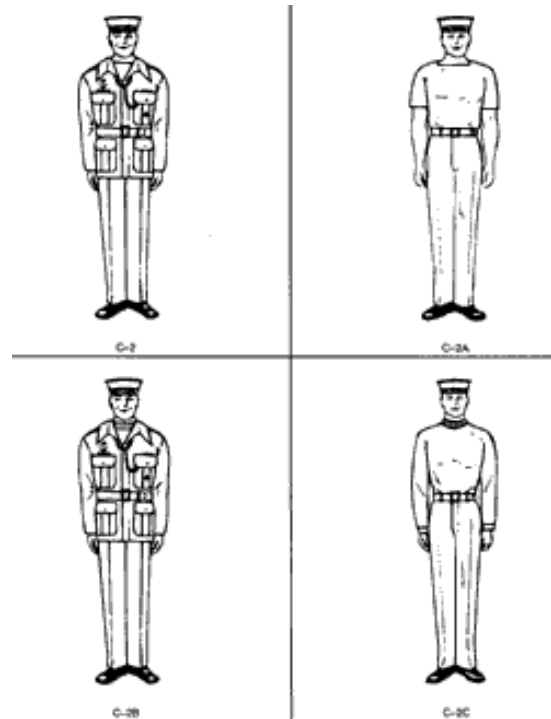
### Other Badges / Medals

- Duke of Edinburgh Award Badges shall be worn centered on the left breast pocket of the jacket.
- Staff cadet badge shall be worn on the upper right sleeve, 6 mm below the qualification badge, both badges being centered midway between the shoulder seam and the point of the elbow.
- Service year badges are worn on the lower left sleeve, directly above the upper seam of the cuff. They represent the number of years completed in Cadets. They are also used to indicate qualification levels obtained when worn with Trade Group badges and Proficiency badges.
- Corps crest badges are worn centered above the right breast pocket of the jacket, 6mm above it. If you are wearing a name tag, the name tag fits in the space between the tops of the pocket and the corps crest.
- The Royal Canadian Sea Cadet Badge is worn on each shoulder of the tunic with the upper edge of the badge as close as possible to the shoulder seam.
- Corps Title Badge is worn immediately below and in contact with the Royal Canadian Sea Cadet Badge.
- Medals are worn centered above the left breast pocket of the tunic, touching the top of the pocket. (stay tuned – medals might be switching to the right side in 2011)

## Ceremonial Orders of Dress



## Service Orders of Dress



### **CADET CIVILIAN DRESS STANDARDS**

1. Civilian dress standards are to be followed for EVERY cadet function where the dress is civilian clothing.
2. Clothing worn will be appropriate to cadet activity (e.g. Sports attire for sports practices)
3. Clothing is to be clean, and in good repair.
4. No 'revealing' clothing will be tolerated. No spaghetti straps, mid-riffs showing, low cut tops, saggy pants that reveal underclothing.
5. Jewelry and make-up standards are to be the same as if you are in uniform. (E.g. Females one pair of earrings, males no earrings)
6. For cadets who have not yet been issued a uniform, or who for a valid reason can not attend a Tuesday evening parade in uniform, the dress shall be black dress pants and white dress shirt.

## **PERSONAL APPEARANCE**

1. Neatness is a prime virtue. Therefore, every cadet shall strive for it, beginning with their own personal appearance and dress.
2. The deportment and standard of personal dress, appearance, and grooming of all cadets in uniform shall on all occasions reflect credit on the individual and project a positive appearance on the Cadet organization. It is the responsibility and duty of all senior cadets (rank of PO2 and above) to ensure that, by their vigilance, actions and example that the policies, regulations and instructions are adhered to.
3. Cadets in uniform shall present themselves well groomed, with footwear cleaned and shone, and uniform cleaned and properly pressed. In particular, buttons, fasteners, and zippers shall be kept closed, pockets shall not be bulged, nor shall items such as glasses, sun glasses, pens, pencils, key rings or paper be visible extended or protrude from pockets or be suspended from waist belts or pockets.
4. Behavior such as chewing gum, slouching, leaning on walls, sauntering, hands in pockets, smoking, walking hand in hand or arm in arm, and similar deportment detracts from a military appearance and is unacceptable.
5. The regulations are not intended to be overly restrictive. The intent is to ensure the maintenance of a high standard.

## **6. GROOMING**

### **A. Male Cadets**

#### **(1) Hair shall be:**

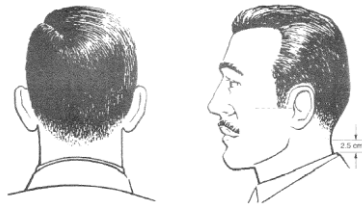
- (a) neatly groomed;
- (b) taper trimmed at the back, sides and above the ears to blend with the hairstyle
- (c) not more than 15 cm (6 in) in length and sufficiently short so that when the hair is groomed and headdress is removed, no hair shall touch the ears or fall below the top of the eyebrows;
- (d) not greater than 4 cm (1.5 in) in bulk at the top of the head with the bulk decreasing gradually from the top and blending with the taper trimmed sides and back;
- (e) styled so that it does not present a bizarre or exaggerated appearance, or interfere with the proper wearing of headdress; and
- (f) kept free from the neck to a distance of 2.5 cm (1 in) above the collar.

#### **(2) Sideburns shall:**

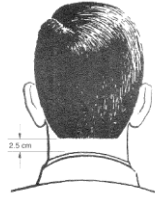
- (a) not extend below a line horizontally bisecting the ear;
- (b) be squared off in a horizontal line at the bottom edge;
- (c) be of even width; and
- (d) be taper trimmed to conform to the overall hairstyle.

#### **(3) Moustaches shall:**

- (a) be kept neatly trimmed;
- (b) not extend below the corners of the mouth, nor shall the unshaven portion of the face extend outwards beyond the corners of the mouth, and
- (c) not be greater than 2 cm (3/4 inches) in bulk.



TAPER TRIM HAIRCUT CONVENTIONAL  
COUPE DE CHEVEUX AMINCIE CONVENTIONNELLE



TAPER TRIM HAIRCUT STRAIGHT BACK APPEARANCE  
COUPE DE CHEVEUX AMINCIE AVEC APPARENCE D'UNE COUPE DROITE

## B. Female Cadets

### (1) Hair

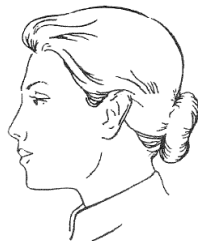
Will be kept neatly groomed and shall not extend below the lower edge of the jacket or shirt collar. Varying hairstyles, straight or curled, are permitted within these limits, but exaggerated or bizarre styles, including those with excessive fullness or extreme height, are not authorized. In no case shall the bulk of the hair interfere with the proper wearing of headdress. Hair ornaments will not be worn. **Long hair shall be secured into a “bun” with bobby pins, hair nets and similar items in a way that such items are not visible.** The hair will be neat and ‘sleek’ (no frizzes). The elastic used to fasten the hair must be as close to the natural hair colour as possible.



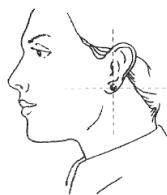
SHORT HAIR STYLE  
CHEVEUX COURTS



CURLED HAIR STYLE  
CHEVEUX FRISES



STRAIGHT HAIR STYLE WITH BUN  
CHEVEUX TRES EN CHIGNON



ONE STUD EAR RING MAY BE WORN  
CENTRED IN EACH EAR LOBE  
LE PERSONNEL FEMININ PEUT PORTER  
UN BOUTON D'OREILLE AU  
CENTRE DE CHACUN DES LOBES

**(2) Makeup**

- (a) Female cadets are authorized to wear a **minimal** amount of make-up (neutral foundation, blush, mascara). When wearing uniform, make-up shall be applied **conservatively**. This precludes the use of false eyelashes, heavy eyeliner, brightly coloured eye shadow or lipstick, coloured nail polish, and excessive facial make-up.
- (b) wearing make-up is a privilege and failure to comply will result in this privilege being revoked.

**(3) Jewelry (males and females)**

- (a) All personnel are authorized to wear a watch, medical-alert bracelet/necklace, and a maximum of two rings - one per hand. Rings must not be of a costume nature.
- (b) Necklaces, including religious medallions and watches are to be removed while on parade. Medical alert necklaces and bracelets shall be worn on parade and while under training.
- (c) In the interest of safety, all jewelry - rings, watches, necklaces - are to be removed when working with rope or machinery. Medical alert bracelets and necklaces should be secured inside clothing while engaged in such activities
- (d) Female cadets are authorized to wear only one pair of earrings at a time, in the centre of each ear lobe. They must be plain gold or silver studs (spheres) or white pearls less than ¼ inch in diameter. Male cadets are not authorized to wear earrings at cadet functions.
- (e) Any piercing other than standard ear lobe is considered unauthorized and is not allowed (including tongue), subsequently covering unauthorized piercing with a band aid is **not** acceptable.

The following are the proper orders of dress:

	Cadets	Officers	Civilians
Regular training night (Winter)	C1A	3C	Business Casual
Regular training night (Summer)	C2A	3B	Business Casual
CD's/Annual Ceremonial Review	C1	1D	Business Formal

**PROMOTION POLICY**

Sea Cadet Rank Promotion policies appear in CATO VOL 1-13.02 which can be found in Admin or online at:

<http://www.cadets.ca/support/cato-oaic/admin3.aspx#CATO%2013-02>

## **AWARDS & RECOGNITION**

### **MOST PROFICIENT FIRST YEAR CADET**

Awarded to a first year cadet who has not had any previous cadet experience and who demonstrates excellent interest, enthusiasm, attendance, dress, conduct, and scholastic achievements throughout the training year.

### **ALBERTA DIVISION PROFICIENCY AWARD**

Awarded to an Ordinary, Able, Leading Seaman or Master Seaman in recognition of outstanding participation and perseverance in all aspects of cadet training. The Navy League of Canada, Alberta Division, will present this award.

### **Royal Canadian Legion CADET MEDAL OF EXCELLENCE**

Awarded in recognition for individual endeavors in citizenship that meet or enhance the aims and objectives of the cadet movement.

### **LORD STRATHCONA MEDAL OF EXCELLENCE**

Awarded to a cadet in recognition of exemplary performance in physical and military training and receives the nomination by the corps' officers.

### **CADET OF THE YEAR**

Awarded to the cadet who is outstanding in all respects. This cadet must excel in carrying out all duties while maintaining a superior standard of dress and deportment, and by encouraging others to do the same.

### **MOST OUTSTANDING EX NAVY LEAGUE CADET**

Awarded to a cadet who is a former Navy League cadet and who has completed his/her first year with Sea Cadets. The award is intended to recognize the cadet who has made the necessary adjustments in an outstanding manner.

### **RANGE AWARD**

Awarded to the cadet(s) with the best shot.

### **MOST IMPROVED BANDSMAN**

Awarded to the band member showing the most improvement in all aspects of band training, performance, and showmanship.

### **MOST OUTSTANDING BANDSMAN**

Awarded to the band member showing the most consistent effort in musicianship, dress, deportment, punctuality, attendance, and general attitude.

### **CDR BILL EVELYN AWARD FOR OUTSTANDING CONTRIBUTION**

This award is presented to a cadet who has worked hard all training year at the tasks he or she was assigned. This cadet clearly demonstrates the initiative and motivation to participate in many activities with the corps, and does so for the selfless benefit of the corps. This award may be presented to any cadet who has made a significant contribution to the corps through his or her hard work.

### **MOST OUTSTANDING GUARDSMAN**

Awarded to the guard member showing the greatest proficiency in parade and rifle drill and who demonstrates a superior standard of dress, deportment, attendance, and enthusiasm with respect to guard training and parades.

### **CHARLES E. HILL MEMORIAL AWARD FOR CITIZENSHIP**

This award and a \$100.00 grant are made to the cadet who not only makes a worthwhile contribution to cadet work but also to school, religious and community endeavors. This award acknowledges the accomplishments of an all-around citizen.

### **CAPTAINS PROFICIENCY AWARD**

Awarded annually to the Leading or Master Seaman or PO2 cadet in recognition of outstanding participation and perseverance in all aspects of training.

**MOST IMPROVED CADET**

Awarded to a cadet of any rank, who has shown the most improvement in the past year in all areas of cadet training, dress, deportment, and enthusiasm.

**MOST ENTHUSIASTIC CADET**

Awarded to a cadet who works hard for him/herself and the corps', and shows great enthusiasm and spirit in all tasks he/she undertakes.

**OUTSTANDING SAILOR AWARD**

Awarded to a cadet who shows outstanding sailing skills both in the classroom and in the water.

**BEST DIVISIONAL PETTY OFFICER**

Awarded to a divisional Petty Officer who shows superior leadership as well as setting an outstanding personal example of dress and deportment.

**TRAINING AWARD**

Awarded to the staff cadet, employed as an instructor, who demonstrates superior abilities in Instructional Technique, Leadership, and an overall knowledge of the training Department.

**HEADQUARTERS AWARD**

Awarded to a cadet who is a member of the Headquarters division and is employed in a staff cadet position with the corps. This cadet must have executed his/her duties with interest, enthusiasm, and proficiency.

**BEST JUNIOR NCO**

Awarded to the junior NCO (non commissioned officer), Master Seaman or Petty Officer 2<sup>nd</sup> Class, who demonstrates an outstanding level of dress and deportment as well as showing excellent leadership and power of command abilities.

**McGOWAN MEMORIAL TROPHY OF BEST SENIOR NCO**

Awarded to a senior NCO (non commissioned officer), who is outstanding in dress, deportment, and knowledge. This cadet must also have the ability and willingness to work with all cadets and possesses power of command abilities.

**ESPRIT DE CORPS AWARD**

This award is presented to a cadet who continually displays a strong commitment to the Corps, demonstrates dependability in carrying out assigned duties, and instills camaraderie amongst fellow cadets. This cadet sets the example by pursuing personal goals with balance, passion and determination.

**GUNNERY AWARD**

Awarded to a cadet who has shown outstanding contribution to the Gunnery Department.

**The UNSUNG HERO**

Awarded to a cadet who, without any fanfare, has volunteered their services in their community. This award is in honor of the late A/Slt John Langridge who volunteered his time in many places to help the people of his community.



## **CONDUCT & DISCIPLINE**

### **GENERAL INFORMATION**

The cadet program is based on military discipline, which is a system that promotes efficient action and protects the individual. Cadets are expected to display high standards of behaviour and strict discipline shall be enforced to maintain this high standard. Canadian Forces members, including Officers of the CIC, are subject to the Code of Service Discipline along with all international, federal, provincial and municipal laws. A Civilian or a cadet is not subject to the Code of Service Discipline, but, by consenting to participate in the Canadian Cadet Organization, shall be considered to have agreed to conform to regulations, orders and instructions issued by competent authorities.

Cadets shall be governed in their conduct and discipline by the Cadet Administration and Training Orders (CATO). #22 Undaunted also requires that cadets sign a Code of Conduct upon joining the unit. Failure of a cadet to follow these codes of conduct or violation of orders shall result in administrative or disciplinary measures being taken.

### **PAYING COMPLIMENTS**

The salute is a mark of respect and courtesy for an officer's commission and/or higher rank of other officers, for the Canadian Flag, or the National Anthem. Salutes are not performed if the individual is not wearing a headdress (including tilley cap or ball cap), instead they are to stand at attention.

**WHO to Salute:** Only officers receive salutes. Officers can be recognized by the gold braid rank they wear around the sleeves of their uniform jackets or on their shirt epaulettes (for examples, see the Rank Structure examples provided in this handbook). When you recognize an officer who happens to be in civilian attire, you DO salute them.

**WHO NOT to Salute:** Do NOT salute cadets (regardless of rank), Civilian Instructors, or other civilians.

The following areas are deemed saluting areas at the local headquarters:

Outside of the building.

The Parade Square.

When passing through the Quarterdeck on HMCS Tecumseh.

Upon entering or leaving an office where there is an officer present.

Compliments will be paid to officers while in the gangways/stairwells by means of turning your head and eyes and a proper greeting "Good Evening Ma'am/Sir" (the gangways are too narrow to salute when walking past someone)

All adults will be addressed as Ma'am or Sir (including cadet's parents)



## **SMOKING**

Under **no** circumstances shall cadets smoke or be in possession of tobacco products while at or travelling to/from cadet activities. Staff shall not smoke in front of cadets.



## **ALCOHOL**

No cadet shall consume or be in possession of alcoholic beverages or be intoxicated during Corps activities. No Corps staff member, including civilian volunteers, civilian instructors and CIC Officers, shall consume or be in possession of alcoholic beverages or be intoxicated while performing their duties as a CV, CI or CIC Officer.

## **DRUGS**

No member of the Corps, including cadets, civilian volunteers, civilian instructors and CIC Officers, shall be under the influence of or be in possession of any illegal drug of any sort. The Corps Commanding Officer shall immediately notify proper local authorities of any breach of the above paragraph.

## **POSITIVE SOCIAL RELATIONS FOR YOUTH (PSRY)**

The safety and well being of every cadet is of primary importance to the Canadian Cadet Movement. That's why the Cadet Harassment and Abuse Prevention (CHAP) Program was created and implemented several years ago. Commencing with the 2010-2011 training year, CHAP was replaced with an updated and revised program called **Positive Social Relations for Youth (PSRY)**. Attending PSRY training is mandatory for every cadet in Phase 1 and Phase 4.

The objectives of the PSRY program are to prepare cadets to:

- Interact comfortably within the cadet community
- Interact positively with others
- Exercise sound judgment
- Accept personal accountability for actions and choices
- Deal with interpersonal conflict
- Seek assistance from available resources when needed

It should be noted that if a cadet has a situation outside of cadets they are still free to talk to whomever they feel comfortable with, be it an officer, another cadet, parent...should they choose to do so.

The Unit Cadet Conflict Management Advisor (UCCMA) for #22 Undaunted is:  
Lt(N) Jackie Parkin

## **ATTENDANCE POLICY**

### **General attendance for mandatory training:**

An excused absence is when a phone call to the Corps or prior notification to Administration is given. It is the cadet's responsibility to contact the corps before the training being missed (if you are sick that day then you must call and leave a message at the corps no later than 1900 hrs (7pm) on the training night). If there is no notification of the absence then it is considered an Unexcused Absence, or Absent Without Leave (AWOL). Too many AWOL's on a cadet's record can impact selection for optional activities and summer training.

**Regular training on Tuesdays is mandatory.** Three or more consecutive absences without prior permissions from the Commanding Officer is unacceptable. This results in the cadet being taken off of our parading strength, and possibly out of the program. There are situations that arise where the cadet has no prior knowledge of absences (i.e. sickness in family...), these are handled on a case to case basis. These rules also apply to our optional programs (i.e. Band, drill team, range...).

**Full Ship's Company Practices** – cadets are also expected to attend the Full Ship's Practices on the last Sunday of each month. These practices ensure that the entire Ship's Company is prepared for the Ceremonial Divisions and Inspections that take place on the last Tuesday of each month, and ultimately, the Annual Ceremonial Review which takes place in May/June of each training year.

### **Attendance for weekend and optional training:**

Activities and training sometimes occurs on weekends. Some of this training is required for successful completion of the cadet training level. Mandatory weekend training includes: at least one weekend survival exercise per year, Remembrance Day Ceremonies, and one citizenship activity (i.e. poppy sales, Salvation Army Kettles...). If you sign up for an activity you must attend or inform us of your absence (same procedure as regular attendance). Attendance at weekend activities counts towards special trips which take place usually every second or third year (for example, CFB Esquimalt in Victoria B.C.). If you sign up for an activity and fail to attend without notice it will count against you for future optional events. It is important for you to inform us as soon as possible because you are potentially taking away the opportunity from another cadet.

### **Perfect Attendance:**

There are awards at the end of the training year for perfect attendance. The criteria for this award is no absences, excused or otherwise for Tuesday night parades. In addition the cadet must have completed all training requirements (regular training, as well as Remembrance Day, weekend survival exercise, and citizen ship activity/ies). There is a nominal roll taken at every event and it is the cadet's responsibility to ensure he/she signs it.

**Selection Process for Fun/Optional Activities:**

Throughout the training year we will have fun events/trips for the cadets. The following are the criteria used:

- Corps Attendance at mandatory training / support training activities
- Cadet Attendance at optional training
- Cadet Attendance at Fundraising activities (not including bingos or casinos)
- Cadet Department/discipline
- Sufficient rank structure to support event (if necessary structure is not met)
- Cadet time in program (if necessary)

\*note: parental involvement has no bearing on selection process

**DIRECTED OPTIONAL TRAINING****DRILL TEAM**

The Drill Team of #22 RCSCC Undaunted has a long tradition of excellence. Ever since the Corps began, a team of cadets would gather weekly to practice marching and drill movements. In annual competitions the drill team's dedication to perfection has earned many awards. In 2006-2007, 2007 -2008, 2008 - 2009, 2009 - 2010 #22 RCSCC Undaunted came in first place at the Alberta Sea Cadet Sports and Drill Competition. In 2010-2011, the Drill Team of #22 Undaunted won Gold and astounded the other teams in the Southern Alberta Tri Service Drill Competition.



This year the tradition will continue. Each week, on Sunday mornings, Drill Team members will gather to work on their skills with the hope that they will have the privilege of representing the Corps in the Southern Alberta Zone competition.

Any member of the Corps may apply for membership on the Drill Team, but only those who display dedication and competence will remain. If you have what it takes to learn the movements and perform the drills, you will have a year to remember. Are you ready to be part of the Corps tradition this year?

**BAND**

Welcome to the “#22 Undaunted” Band and what is going to prove to be a strong musical year. The cadet music program offers many opportunities that should not be missed. This band is made up of Beginner (first time) and experienced musicians. The cadet music program gives cadets a chance to advance in their level of playing abilities as they progress in skill. This advancement is done through formal testing (levels one through five). Band members have the opportunity to participate in ceremonies, parades, music concentration weekends and if selected, the Prairie Region honour band.

Our focus this year is on musicianship, and the Naval Reserve Band of HMCS Tecumseh has invited as many of Undaunted’s cadets as possible to attend their rehearsals on Wednesday evenings. The program consists of drill/marching, sectional instruction/workshops/clinics and ensemble practices. Collaboration with HMCS Tecumseh’s band will be extremely valuable for developing individual musicians and Undaunted’s band as a whole.

Our practices are on Sunday Mornings. Our goal, as the “#22 Undaunted” Band, will be to act as the Corps ambassadors. As a band, we not only give the first impression of the Corps; but also the last. It is a serious position to be in, however, through hard work and commitment, we will accomplish our goals and have fun at the same time!

## **GUARD**

The Guard is a group of hard working cadets, who thru training and dedication are on display as the Corps show piece, carrying parade rifles, each and every Tuesday Parade. They often do many special events, such as Remembrance Day Services. To be a part of the Guard it takes a dedicated team player that has a desire to hone their self-discipline, confidence, stamina, drill and leadership potential. Since a solid understanding of basic drill movements, dress and deportment are required. The Guard practices on Sunday mornings.

## **RANGE/MARKSMANSHIP TEAM**

Range is open and available to all cadets interested. We have specialist that work with our Marksmanship Team for competitors. In the past we have had cadets qualify for the Provincials and our goal is to have cadets advance to Nationals. Success requires dedication and eagerness to achieve the various marksman levels.

## **BIATHLON**

The “#22 Undaunted” Biathlon Program provides cadets with the opportunity to learn and compete in the combined sports of target shooting and skate skiing. Biathlon is a sport that offers a test of individual endurance as well as the disciplined art of rifle handling and skiing. Teamwork and leadership are an important part of the program.

The Biathlon Team trains on Sunday Afternoon from 1300 – 1600 hrs, focusing on aerobic and strength training and on precision shooting. Some additional fitness training may take place in conjunction with other cadet corps/squadrons in the city on additional days of the week, and additional range practice opportunities will also be offered. The physical training is to build upon an individual's endurance and mental toughness. Range training will teach the cadet proper handling, basic knowledge of the Daisy Air Rifle, the Anschutz small-bore biathlon rifle and range safety. Safety is of the utmost importance throughout all training. The Biathlon season extends from September through March.

There are three levels of competition. In November, there is a Zone Competition which typically involves cross-country running and shooting with the Daisy Air Rifle. The Provincial Championships are held in February, and involve skiing and shooting with the Anschutz small-bore rifles. The National Championship is held in March. There are opportunities for cadets to compete at these competitions, and to serve as staff cadets. Five cadets from Undaunted qualified for the Provincial level of competition in 2010-2011 and had 3<sup>rd</sup> and 5<sup>th</sup> place showings. All equipment is provided by the Corps. There are a limited number of places available on the team, so cadets are required to try out for the team.

## **SPORTS**

The sports teams are made up of dedicated cadets, of all ranks and ages who get together in the New Year to play team sports such as Volleyball and Basketball. Practices will be scheduled later in the training year. The main goal for this group of cadets is to enjoy the team environment as well as preparing for the Alberta Southern Zone competition. As in other areas of #22 Undaunted, a tradition of excellence is maintained and so will the cadets of this year's sports teams.

## **SAILING AND SAILING LEVELS**

Throughout the training year, cadets will be offered the opportunity to participate in Sailing at the Regional Sailing Center in Chestermere. Programs are offered twice a year, in the early fall and again in the spring. Cadets attending will obtain CYA White Sail Levels I and II. Note: White Sail Level II is required later in the cadet career in order to achieve the rank of Petty Officer First Class.

Each September cadet of #22 Undaunted sail in the Calgary Cup Sailing Regatta hosted by the Naval Officers Association. Cadets with White Sail Levels and higher are encouraged to participate in the race and a day of fun activities. The Regatta is held annually at Glenmore Reservoir on the second Sunday in September.

## **SUMMER TRAINING**

Cadets can be selected to summer training for two to eight weeks on a variety of courses. Each training course offers a unique mixture of outdoor activities and valuable instruction. Attendance on cadet summer training courses is free of charge. Courses include training in leadership, instructional techniques, music, marksmanship, sailing, ceremonial drill, physical education, survival training, and ship's boat driver. Advanced Cadets can qualify Silver Sail or Marine Engineering as well as international exchange trips and deployments to Canadian Coast Guard Ships and Tall Ships.

Not every cadet is guaranteed selection for summer training each year. There is a process and pre-requisites to be met when applying for summer training. First-year cadets must have joined cadets no later than 31 January of the training year, be in good standing at the cadet corps (ie. good attendance, good attitude, dress and deportment), be medically fit, and meet the course specific requirements. The process involves filling out an application form, and returning all necessary attachments by the deadline established. For senior level courses, exchanges, deployments and staff cadet applicants, the deadline is typically in December or early January, and for junior level courses, the deadline is typically in February. We cannot accept applications after the deadlines.

Summer training is ongoing throughout the summer months; there are usually 2-3 intakes for each of the two and three week training courses with the exception of the senior courses, which are 6 weeks in length. With this in mind, we ask that you coordinate holidays and summer training so they do not overlap, (if there are holiday plans please inform us so we also can plan accordingly and apply for the appropriate dates).

There are limited spaces available so paying close attention to requirements and deadlines is of the utmost importance.

## O CANADA



O Canada! Our home and native land  
True patriot love in all thy sons command.  
With glowing hearts we see thee rise  
The true north, strong and free  
From far and wide, O Canada  
We stand on guard for thee.  
God keep our land glorious and free  
O Canada! We stand on guard for thee  
O Canada! We stand on guard for thee.



O Canada! Terre de nos aïeux  
Ton front est ceint de fleurons glorieux!  
Car ton bras sait porter l'épée  
Il sait porter la croix!  
Ton histoire est une épopée  
Des plus brillants exploits.  
Et ta valeur, de foi trempée  
Protégera nos foyers et nos droits  
Protégera nos foyers et nos droits.



## GOD SAVE OUR QUEEN

"God save our gracious Queen  
Long live our noble Queen,  
God save the Queen:  
Send her victorious,  
Happy and glorious,  
Long to reign over us:  
God save the Queen.

## Heart of Oak

Come cheer up my Lads, 'tis to glory we steer,  
To add something more to this wonderful year.  
To honour we call you, as freemen, not slaves,  
For who are so free as the sons of the waves?

**Chorus:**

*Heart of oak are our ships, jolly tars are our men,  
We always are ready, Steady, boys, steady,  
We'll fight and we'll conquer again , Heart of Oak are our ships, jolly tars are our men, We  
always are ready, Steady boys, steady, We'll fight and we'll conquer again, and again!*

We ne'er see our foes but we wish them to stay,  
They never see us but they wish us away.  
If they run, why, we follow and run them ashore,  
For if they won't fight us, we cannot do more.

**Chorus:**

They swear they'll invade us, these terrible foes;  
They frighten women, children, and beaus,  
But should their flat bottoms in darkness get o'er,  
Still Britons they'll find to receive them on shore.

**Chorus:**

We'll still make them fear, and we'll still make them flee,  
And drub 'em on shore as we've drubb'd 'em at sea,  
Then cheer up my lads, with one hear let us sing,  
Our Soldiers, our Sailors, our Statesmen, our King.

**Chorus:**

We'll still make 'em run, and we'll still make 'em sweat,  
In spite of the Devil and Brussels Gazette,  
Then cheer up my lads, with one heart let us sing,  
Our Soldiers, our Sailors, our Statesmen, our King.

## Oath

**I hereby affirm my loyalty to Her Majesty the Queen, her heirs and successors.**

*NAVAL PRAYER*

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

**Amen.**

## **Know Your Ship!**

### **A short Glossary of common Naval Terms and Sayings**

**BANYAN:** A Banyan is barbecue or party, usually with steaks and beer. The term is derived from "banian", a garment worn by an East Indian sect which neither kills nor eats meat. In the 18th century, the British navy denied its sailors meat on Mondays, Wednesdays, and Fridays; these days were known as "banian" (or Banyan) days. The custom was introduced during the reign of Queen Elizabeth I as an attempt to economize. The term has now come to mean just the opposite.

**BOATSWAIN** (pronounced Bosun or Bos'n): This term comes from the Old English batswegan, meaning the boat's swain, or husband. Today it refers to the professional seaman trade.

**BRAVO ZULU:** Phonetic pronunciation of 'BZ' from the NATO signals codes. Signifies 'Good Job' or 'Well Done.'

**BOATSWAIN'S MATE (aka BUFFER):** In harbour, this person is part of the gangway staff, under the command of the officer of the day. He makes all pipes and assists the quartermaster. At sea, his post is on the bridge, under the command of the officer of the watch.

**BROW:** A gangway between two ships or from ship to shore.

**BULKHEAD:** A wall

**COXSWAIN (pronounced Cox'n):** The coxswain is the senior non-commissioned officer on board. He/she is the link between the officers and the enlisted personnel, other than that provided by the divisional system. He/she is responsible for routine and discipline. Coxswain may also refer to the seaman in charge of a ship's boat when it is away from the ship.

**CRUSHER:** The Regulating Petty Officer in charge of administration and discipline.

**DECK:** the floor

**DECKHEAD:** the ceiling

**GANGWAY:** Any recognized entrance to, passageway, or traffic route within a ship. A hallway or corridor.

**GASH:** garbage GASH CAN: garbage can

**HEADS:** toilets

**IRISH PENNANTS:** Rope yarns or stray rope ends hanging. Often referred to loose threads on the uniform.

**KYE:** hot chocolate drink.

**LIBERTY BOAT:** The ship's boat carrying members of the ship's company permitted to go ashore.

**MUSTER:** Form up and take attendance.

**NUMBER ONE:** The Executive Officer

**PIPE DOWN:** An order meaning keep silence; a pipe down at sea means a free afternoon to catch up on lost sleep.

**SCRAN LOCKER:** Stowage for kit left lying about.

**SCUTTLE-BUTT:** Rumours or gossip.

**STAND EASY:** To "stand easy" is a parade command, meaning to assume a relaxed posture. On board a ship, the command "stand easy" refers to a "coffee break".

## Background Of the Royal Canadian Sea Cadets.

### Early days

In 1895, due to concern over the Royal Navy's ability to provide adequate naval defence, concerned citizens formed the Navy League, to promote interest in the problems of maritime trade and defence.

The League formed local branches throughout the United Kingdom and in other countries of the British Empire. The earliest Canadian branch was formed in Toronto. Its warrant (Warrant No. 5) is dated December 10, 1895, and currently hangs in the Navy League (of Canada) National Office.

At that time, Canadian branches supported a cadet program called the Boys' Naval Brigades, aimed at encouraging young men to consider a seafaring career and provide basic training in citizenship and seamanship.

### Evolution

At the formation of the Canadian Naval Service in May 1910, (subsequently designated the Royal Canadian Navy (RCN) in August 1911 until February 1968) the organization was renamed from "Boys' Naval Brigade" to "Navy League Sea Cadets," to permit closer liaison with the Navy. In 1942, King George VI graciously consented to be Admiral of the Navy League's Sea Cadets, and granted the "Royal" suffix, causing another name change, to the current "Royal Canadian Sea Cadets." Queen Elizabeth continued this Royal patronage and named His Royal Highness the Duke of Edinburgh as the Admiral of the RCSC. Finally, in 1941, the RCN became a joint partner with the Navy League in support of the RCSC.

### Girls

In 1950 the Navy League Wrenette Corps' were established for girls aged 13 to 18 years, though some corps existed unofficially before that date. In 1975, the two programs were amalgamated and girls were officially enrolled in Sea Cadets.

### Memorial

At the Royal Military College of Canada, outside Currie Hall in Kingston, Ontario stained glass windows relate to the history of the Royal Canadian Sea Cadets.

- Donated as a tribute to all national presidents of the Navy League of Canada for the proven love of country in promoting patriotism... seapower ... youth training, the window bestows 'Honour and Glory to patriotic citizens who have and will serve Canada.' The window features images of the Royal Canadian Sea Cadets, Navy League Cadets and Navy League Wrenettes.
- In memory of David H. Gibson, C.B.E. National President, Navy League of Canada, 1938-1952 a stained glass window features images of a young sailor and God behind the ships' wheel. The window is dedicated to Canadians who in defence of the country went down to the sea in ships. The window includes a poem by H.R. Gillarm: "Proudly in ships they sailed to sea. Ahead their goal, perhaps eternity. But with God as their pilot they had no fear facing all danger as their course was clear. Their cargo? The record of their life. Some good, some bad, some peace, some strife."

### Navy League today

In 1995, the Navy League of Canada celebrated its 100th Anniversary. The League promotes the same subjects today, as at its founding: knowledge of, and support for, maritime interests. On a national level, the League supports the International Exchange Program, certain scholarships, and the National Sea Cadet Regatta, while local branches provide vital logistical support to individual RCSC Corps.



### Royal Canadian Sea Cadets badge.

This badge is the service crest of the RCSC, and is worn on cadet issued parkas. It also appears as a brass cap badge worn on a black beret.



## **RCSCC Undaunted Corps History**

RCSCC Undaunted is named after the Royal Naval vessel the HMS Undaunted, originally a French Frigate.

It is practice of all commissioned ships and Sea Cadet Corps throughout the Commonwealth to maintain a motto. RCSCC Undaunted has chosen to keep the motto of the HMS Undaunted from which the corps is named.

That motto: “Bienvenue” is the French word for “welcome” and ties us back to the ship’s French origins.

Since 1794 there have been 8 ships named Undaunted. Some have a very colourful history. For example the 3<sup>rd</sup> Undaunted was built in 1807. She conveyed the French Emperor Napoleon to his exile on the island of Elba in the South Atlantic Ocean, in 1814. After 53 years of service she was scrapped in 1860.

The 6<sup>th</sup> Undaunted was a cruiser, built in 1914. She fought bravely in WW 1 and earned 2 Battle Honours the first at Dogger Bank the second on the Belgian Coast.

The 7<sup>th</sup> Undaunted was named in 1940 and was a submarine. She was lost to unknown causes off Gibraltar.

The 8<sup>th</sup> and final Undaunted was a destroyer of 1,710 tons built in 1943. She earned two battle honours during WW 2. The first one was sixty years ago on June 6, when the largest armada in history landed on the beaches of Normandy. By the end of the day, 175,000 men were ashore and Hitler's vaunted Atlantic Wall had been breached. Among the troops were thousands of Canadians, many of them Calgarians. The second came in Okinawa in 1945.

After WW 2, HMS Undaunted remained in active service. In 1978 she was expended as a target ship.

RCSCC Undaunted was formed in Calgary in 1919 and has paraded at HMCS Tecumseh since that time. RCSCC Undaunted proudly celebrated its 75<sup>th</sup> Anniversary in 1994 and is looking forward to the upcoming 100<sup>th</sup> Anniversary in 2019.