

# RCSCC FREDERICTON

## Standing Orders



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## Part 2 – Training Night Routine

1755 hrs	Leave expires for all personnel
1805 hrs	Command Briefing
1815 hrs	Inspection by divisional staff
1825 hrs	Hands Fall In for Colours
1835 hrs	XO takes parade
1840 hrs	Colours
1850 hrs	Out-pipes—Hands to Classes (Period 1)
1920 hrs	Out-pipes—Hands to Classes (Period 2)
1950 hrs	Stand Easy
2010 hrs	Out-pipes—Hands to Classes (Period 3)
2040 hrs	Ship's company to muster on deck for Evening Quarters
2045 hrs	Evening Quarters
2055 hrs	Hands fall in for Sunset
2100 hrs	Duty Watch to muster
2105 hrs	Duty Watch to liberty boats

## Part 3 – Terms Of Reference

### Executive Officer (XO)

The XO is the second-in-command of the corps, and is responsible to the Commanding Officer (CO) for the following:

- a. keeping the CO informed of all events and occurrences;
- b. ensuring that high standards of drill, dress, and deportment are maintained by officers and cadets;
- c. observing parades and drill practices and providing advice and correction on drill in accordance with the Canadian Forces Manual of Drill and Ceremonial and the Royal Canadian Sea Cadets Manual of Drill and Ceremonial;
- d. conducting brief ship's company drill practices immediately following Colours or Ceremonial Divisions;
- e. ensuring the cleanliness of the establishment by conducting rounds as required;
- f. ensuring that officers who supervise staff cadets complete quarterly and end-of-year evaluations, and reviewing evaluations before passing on to the CO;
- g. ensuring that all Divisional Officers are conducting routine inspections of their cadets;
- h. completing quarterly and end-of-year evaluations of any cadets employed outside of the supervision of other officers;
- i. overseeing the defaulters system and ensuring that minor disciplinary issues are dealt with in a swift and fair fashion in accordance with CATO 15-22;
- j. advising the Commanding Officer of incorrigible or severe disciplinary problems;
- k. acting as the President of the Officer's Mess and arranging functions accordingly; and
- l. performing other duties as assigned by the CO.

### Administration Officer (Admin O)

The Admin O is the head of the Administration Department, and is responsible to the CO for the following:

- a. maintaining cadet personnel records in paper and computer format;
- b. preparing and expediting all reports and returns, documentation, and other correspondence for the CO's signature;
- c. maintaining records showing attendance of each cadet;
- d. maintaining the filing system;
- e. maintaining the ship's log in accordance with the procedures set out in the introductory pages and presenting it to the CO for signature at the end of each training night;
- f. maintaining an adequate stock of forms required for the administration of the corps;
- g. ensuring that in-routines and out-routines are completed for all cadets joining or leaving the unit;
- h. producing certificates for the top monthly uniform inspection scores in each division;

- i. supervising officers and cadets employed in the Administration Department;
- j. quarterly and end-of-year evaluations of the Ship's Writer and any other cadets employed in the Administration Department;
- k. in co-operation with the Trg O, the cleanliness of the Ship's Office;
- l. coordinate with the Trg O and submit all RCP1 to the NB Detachment; and
- m. performing other duties as assigned by the CO.

### **Training Officer (Trg O)**

The Trg O is the head of the Training Department, and is responsible to the CO for the following:

- a. developing and updating the annual training flex such that training is conducted in accordance with the applicable QSPs;
- b. scheduling all weekend training and team practices;
- c. supervising the planning of exercises and other special training activities that have been assigned to other officers;
- d. drafting routine orders well in advance for approval by the CO;
- e. distributing the final Routine Orders to all officers, civilian volunteers, cadets, and others as directed by the CO;
- f. maintaining up-to-date records of the training completed by each cadet;
- g. advising the CO when a cadet has completed the training required for promotion;
- h. in co-operation with the Admin O, the cleanliness of the Ship's Office; and
- i. performing other duties as assigned by the CO.

### **Chief Instructor**

The Chief Instructor is the head of instruction, and is responsible to the Trg O for the following:

- a. scheduling instructors and arranging for a substitute instructor when a scheduled instructor is unavailable;
- b. maintaining records of lesson plans, handouts, and other material for use in delivering the training program;
- c. ensuring the corps is in possession of all required training materials and reference manuals;
- d. planning of all seminars conducted on the week-end at the unit;
- e. scheduling and supervision of monitors for classes, and personally monitoring classes when time permits;
- f. supervising officers and cadets employed as instructor;
- g. maintaining records of the monitoring of each instructor;
- h. observing each instructor's progress through the training year, and assisting instructors to improve in areas where weakness has been noted;
- i. on a regular basis, meeting with the Trg O to discuss the strengths and weaknesses of instructors to assist the Trg O in scheduling appropriate instructors for each class;
- j. quarterly and end-of-year evaluations of all instructors; and,
- k. performing other duties as assigned by the CO.

### **Supply Officer (Sup O)**

The Sup O is the head of the Supply Department, and is responsible to the CO for the following:

- a. ordering and issuing cadet uniforms;
- b. recovering uniforms from cadets when they are released;
- c. maintaining records of all items issued to officers and cadets from the corps stores;
- d. preparing reports and returns required for periodic Supply Customer Account Verifications;
- e. supervising officers and cadets employed in the Supply Department;
- f. quarterly and end-of-year evaluations of the Storesman and any other cadets employed in the Supply Department;
- g. the cleanliness and security of all storage spaces used by the corps except the Gunnery Stores and Band Stores; and

- h. performing other duties as assigned by the CO.

### **Divisional Officer (Div O)**

Each Divisional Officer is responsible to the Snr Div O for the following:

- a. the drill, dress, deportment, and discipline of the cadets in his or her division;
- b. providing mentorship to cadets in his or her division, encouraging them to excel, and promoting a sense of teamwork;
- c. inspecting the cadets in his or her division every training night before Colours;
- d. reporting the cadet with the highest uniform inspection scores for the month to the Admin O on the last Wednesday of each month;
- e. setting a good example by maintaining the highest standards of dress and deportment at all times;
- f. getting to know the cadets in his or her division by meeting with them individually and as a group from time to time;
- g. contacting any cadet who is repeatedly absent to determine the reason for the repeated absences;
- h. maintaining divisional notes for each cadet;
- i. attending disciplinary proceedings involving any of his or her cadets;
- j. quarterly and end-of-year assessments of the DPO
- k. ensuring that each cadet in his or her division has current contact information for the DPO; and
- l. other duties as assigned by the Snr Div O.

### **Band Officer (Band O)**

The Band O is responsible to the CO for the following:

- a. providing musical direction to the band;
- b. supervising band practices and performances;
- c. building interest in the band and encouraging cadets to become involved in it;
- d. the care of band equipment;
- e. maintaining written records of band equipment issued to cadets;
- f. the cleanliness and security of the Band Stores; and
- g. performing other duties as assigned by the CO.

### **Music Instructor (Mus Instr)**

The Mus Instr is responsible to the Band O for the following:

- a. providing instruction in music theory and playing;
- b. advising the Band O on matters pertaining to musical technique and the care and maintenance of instruments; and
- c. other duties as assigned by the Band O.

### **OPI Drill Team**

The OPI of the drill team is responsible to the CO for the following:

- a. recommending cadets to the CO for inclusion in or removal from the drill team;
- b. supervising drill team practices;
- c. preparing registration documents for, and attending, drill competitions;
- d. ensuring that the drill team conforms to the regulations in effect for each competition in which it participates.

### **OPI Biathlon Team**

The OPI of the biathlon team is responsible to the CO for the following:

- a. recommending cadets to the CO for inclusion in or removal from the biathlon team;
- b. supervising biathlon team practices and fielding a competitive team;
- c. building interest in the biathlon team and encouraging cadets to become involved in it;
- d. preparing registration documents for, and attending, biathlon competitions; and
- e. ensuring that the biathlon team conforms to the regulations in effect for each competition in which it participates.

### **OPI Duke of Edinburgh Programme**

The OPI of the Duke of Edinburgh (D of E) Programme is responsible to the CO for the following:

- a. early in the training year, soliciting interested cadets to participate in the D of E Programme;
- b. encouraging and assisting participants to keep their records of activity up to date;
- c. recommending corps activities to the Trg O that would provide opportunities for participants to meet the requirements of the programme; and
- d. keeping the CO informed of the state of the D of E Programme within the unit.

### **OPI Marksmanship Programme**

The OPI of the marksmanship programme is responsible to the CO for the following:

- a. supervision of an open range period weekly, or as required;
- b. recommending cadets to the CO for inclusion in the marksmanship team;
- c. building interest in the marksmanship team and encouraging cadets to become involved in it;
- d. supervising marksmanship team practices outside of the open range period, if required;
- e. fielding a competitive marksmanship team;
- f. registering for and attending competitions; and
- g. ensuring that the marksmanship team conforms to the regulations in effect for each competition in which it participates.

### **Staff Cadet Postings**

Only two staff cadet primary postings are to be held on a consistent, constant basis: those of Coxswain and Regulating Petty Officer. All others are to be used for the purposes of on the job training in accordance with direction provided by the Training Officer. Postings like those of Band PO or Drum Major are not considered to be of primary importance and may be retained by a single interested party at the discretion of the CO.

### **Coxswain (Coxn)**

The Coxn is responsible to the CO for the following:

- a. ensuring that all cadets maintain a high standard of drill, dress, deportment, and discipline;
- b. ensuring a high turnout of cadets to all activities;
- c. ensuring that all cadets are informed about upcoming activities by directing DPOs to call their divisions well in advance with detailed and correct information, and obtaining confirmation from DPOs when this has been completed;
- d. scheduling cadets to attend activities in which the entire ship's company is not required for the whole activity (e.g. fundraising activities);
- e. taking attendance at all activities and reporting it to the Admin O or ensuring that this is done by another senior cadet;
- f. acting as parade commander for all parades, except where specified by the CO;
- g. acting as a role model for the corps by maintaining the highest standards of dress, drill, and deportment;
- h. scheduling and supervising cadets in the duty watch rotation;
- i. acting as the President of the Chiefs and POs Mess committee and helping to plan and execute social activities for them;
- j. advising the CO on all issues of concern to the corps, including morale, discipline, safety, training, administration, etc.; and
- k. attending all HOD and command briefings, chiefs' and petty officers' meetings, and officers' meetings as appropriate.

### **Regulating Petty Officer (RPO)**

The RPO is responsible to the Coxn for the following:

- a. mustering the ship's company prior to Colours for inspection by divisional officers;
- b. mustering the ship's company for Colours and reporting the number of cadets present to the Coxn;
- c. mustering defaulters, and attending disciplinary proceedings where appropriate;
- d. Arranging the employment and supervision of persons under his command;
- e. Prepare, Publish and Supervise duty rosters for the Division on Duty and Petty Officer of the Watch;
- f. Report to the XO all outstanding issues regarding discipline, inspection and regulations;
- g. Responsible for cadet attendance at all musters, parades, rounds and inspections conducted by the Executive Officer;
- h. Conduct regular inspections of all training sections;
- i. Assist the Coxswain as required;
- j. Assume the duties of Coxswain in their absence;
- k. Advising the Coxswain on matters affecting training and morale; and,
- l. Performing other duties as assigned by the Coxn.

### **Storesman (Stmn)**

The Storesman is responsible to the Supply O for the following:

- a. Assist in the control and maintenance of the stores files and records;
- b. Assist in sizing and fitting out of cadets, return of kit and exchanges;
- c. To assist in stock musters and inventory control;
- d. To report any shortage of kit and equipment that may affect the corps training;
- e. Have a time schedule posted for opening and closing of supply and special issue Instructions;
- f. To ensure the supply office is clean and tidy at secure;
- g. Ensuring that all kit and equipment is signed for and returned;
- h. To ensure security is maintained at all times; and,
- i. Performing other duties as assigned by the Supply O.

### **Training Petty Officer (Trg PO)**

The Training Petty Officer is responsible to the Trg O and the Chief Instructor for the following:

- a. Collecting all necessary data required for internal/external reports and messages on training;
- b. Assist the Training Officer in his duties during Training activities;
- c. Notifying Cadet Instructors of class assignments;
- d. Ensuring Instructors have lesson plans and training aids;
- e. Visiting classes to ensure they follow the corps training plan;
- f. Evaluate Instructors;
- g. Assist the Chief Instructor in his duties during Seminars; and,
- h. Performing other duties as assigned by the Trg O and the Chief Instructor.

### **Ship's Writer (SW)**

The Ship's Writer is responsible to the Admin O for the following:

- a. Assist in the control and maintenance of the ships files (photocopying and filing) including the Ship Log Book;
- b. Record attendance and call absentees. Maintain record attendance for all optional and training/instruction activities;
- c. Control of new entry paperwork and filing;
- d. Assist the Coxswain and Regulating Petty Officer in maintaining notices, orders and duty watch schedules;
- e. Maintain and control ship stationary supplies;

- f. Insure ships office is clean and tidy at secure;
- g. Maintain and update the Main Board in the Hallway, near the Deck; and,
- h. Performing other duties as assigned by the Admin O.

### **Band Petty Officer (Band PO)**

The Band PO assists the Band O as required by performing tasks appropriate to his or her skills and experience. The Band O should aim to increase the Band PO's level of responsibility over time.

### **Divisional Petty Officer (DPO)**

Each Divisional Petty Officer is responsible to his or her Divisional Officer for the following:

- a. the drill, dress, deportment, discipline, and welfare of cadets in his or her division;
- b. ensuring that the cadets in his or her division are present, properly attired in the ordered rig, and prepared for duty whenever required;
- c. being the first point of contact for cadets in his or her division with respect to any question, concern, or problem;
- d. providing mentorship to cadets in his or her division, encouraging them to excel, and promoting a sense of teamwork;
- e. keeping the Divisional Officer informed of concerns or other issues affecting the division; and
- f. performing other duties as assigned by the Divisional Officer.

### **Chief Boatswain's Mate (CBM)**

The Chief Bos'n mate is responsible to the Chief Instructor for the following:

- a. Supervising all aspects of the Seamanship Training;
- b. Supervising the preparation and execution of all Seamanship evolutions;
- c. Ensuring that all equipment pertaining to seamanship is available for use and in good condition at all times;
- d. Ensuring all Safety precautions are observed by personal under their direction;
- e. Assist the Coxswain as required;
- f. Assist the RPO with the Gangway staff; and,
- g. Performing other duties as assigned by the Chief Instructor.

### **Signalman**

The Signalman is responsible to the Coxn for the correct execution of all flag ceremonial, including the correct arrangement of all flags on the mast before Colours and Sunset.

## **Part 4 – Duty Organization**

### **Officer of the Watch (OOW)**

The Officer of the Watch is selected on a rotating basis by the XO. The OOW is responsible to the XO for the following:

- a. ensuring that the Petty Officer of the Watch fulfils his or her responsibilities;
- b. completing rounds of the building at the end of the night, accompanied by the POOW, to verify that cleaning stations have been completed;
- c. after rounds, signing the ship's log.

For activities in which no OOW has been appointed the OPI performs the functions of the OOW.

On occasions when another officer replaces the OOW listed in the routine orders, that officer will report the change to the XO.

## **Petty Officer of the Watch (POOW)**

The POOW is responsible to the RPO for the following:

- a. conducts detailed rounds of the building at least once per period, including a visual check of all unlocked spaces in the building with the exception of the officers' heads on the second deck, and a check that all exterior doors are properly secured;
- b. stand on duty in the immediate vicinity of the gangway (main door of the Armoury "the brow"). Duty Hours at the Brow are: 1800-1825hrs, 2000-2040 hrs;
- c. identify all personnel and guest coming on board and leaving the Armoury;
- d. control the log and guest book;
- e. executes all pipes during Colours and Sunset, and to announce beginning and end of classes and stand easy;
- f. salute and execute pipe when the CO and special guest enter the Armoury;
- g. muster the duty watch (division on duty) immediately before sunset and supervise it completing cleaning stations;
- h. return Log Book, pipe and brassard to the Ship Office at 2100 hrs;
- i. they shall exercise their duties through the RPO but should not hesitate to report directly to the OOD; and,
- j. performing other duties as assigned by the XO.

## **Duty Watch**

The Duty Watch will consist of cadets selected by the RPO each week. The POOW will muster the duty watch immediately before Sunset and supervise it in completing cleaning stations. At the conclusion of cleaning stations the POOW will obtain permission from the OOW before dismissing the duty watch.

## **Part 5 – Dress And Deportment**

The dress and deportment of all officers and cadets will at all times bring credit to the Canadian Armed Forces, the Royal Canadian Sea Cadets, and the corps. Behaviour such as slouching, placing hands in pockets, smoking (by cadets), and horseplay detract from the professional appearance required of officers and cadets, and will not be permitted. Staff and cadets will not be addressed by first name.

### **Military Courtesies and Paying of Compliments**

Personnel will render all appropriate courtesies, including the correct paying of compliments in accordance with the Canadian Forces Manual of Drill and Ceremonial. Officers and cadets will salute all higher-ranking commissioned officers when passing them on the parade square or outdoors, when reporting to the CO's Office or the Ship's Office, and elsewhere when reporting to an officer. Officers and cadets will salute the Carleton and York Regimental memorial next to the armoury when passing by.

When an adult staff member of any rank enters a classroom, the first cadet to see him or her will call the room to attention unless a staff member of equal or higher rank or appointment is already present. If an officer wishes to enter a classroom without disrupting the class, he or she will remove his or her headdress; the room is not called to attention when an officer does this.

### **Dress**

Officers and cadets will present themselves for duty correctly attired in the ordered rig, with all uniform items cleaned, pressed, and polished, as appropriate. Cadets whose dress or grooming is below the standard will be subject to the disciplinary procedures in Part 6.

Cadets are responsible for maintaining their uniforms in satisfactory condition, and requesting replacement items as necessary to ensure a good fit. It is up to each cadet to request new items from stores, through his or her DPO, when a uniform part becomes damaged or worn out. Cadets who find that they are outgrowing a part of the uniform will request a replacement from stores **before** it becomes impossible to wear the uniform part, keeping in mind that it often takes three to four weeks for a uniform part to arrive once it is ordered.

Officers will adhere to the Canadian Forces Dress Instructions and are expected to be sufficiently familiar with them to ensure that they are correctly attired and groomed at all times. Officers are to maintain a complete set of uniforms, including all items available for issue through the supply system, in good fit and good repair.

Civilian staff will wear civilian clothing appropriate to the formality of the occasion.

Cadets will adhere to the Sea Cadet Dress Regulations contained in CATO 35-01. Cadets will become familiar with the regulations concerning hairstyle and jewellery, and **will not** obtain visible piercings other than those permitted by the Sea Cadet Dress Regulations. Unauthorised jewellery will not be worn in uniform or on duty at any time. Covering unauthorised jewellery with a bandage is **not** an acceptable practice.

For routine training nights, and other occasions when ordered, the rig of the day will be:

- winter dress period: **Sea Training Uniform** (ball cap, blue shirt, trousers, boots)
- summer dress period: **Sea Training Uniform** (ball cap, blue shirt, trousers, boots)

For ceremonial divisions, and other occasions when ordered, the rig of the day will be:

- winter dress period: **C-1** (gunshirt and tunic, with medals, no name tags)
- summer dress period: **C-1** (gunshirt and tunic, with medals, no name tags)

For sports nights or other physical training activities cadets will wear acceptable sports dress. Sneakers, T-shirt, sweat shirt (optional), sports shorts of an acceptable length, and sweat pants (optional) are appropriate. Spandex, jeans, cut off jeans, tank tops and short shorts are not acceptable. Cadets will be asked to change before the activity if they do not meet the standards.

## Part 6 – Discipline

Disciplinary procedures will be administered in accordance with CATO 15-22. The disciplinary process must always be educational and constructive in function.

Officers, civilian staff, chief petty officers, and petty officers may report misconduct by any cadet of equal or lesser rank by completing a Report of Misconduct form, available from the Admin O. At the beginning of the stand-easy or at other times as required the Coxn will muster any cadets who have been reported for misconduct, and any necessary witnesses, before the XO. Each cadet's Divisional Officer will attend to report on the defaulter's previous conduct and provide any other relevant information or comments.

Misconduct will be classified according to the following list of offences:

### Absence

- Absence without leave from a mandatory activity
- Leaving any activity early without permission from the Officer of the Day or the officer in charge of the activity
- Being adrift for a mandatory activity

### Improper Dress

- Being out of uniform or wearing an incomplete uniform
- Wearing a uniform that is not clean, pressed, and polished
- Failing to meet standards of personal appearance with respect to hair, jewellery, etc.
- Wearing a uniform while not on duty or travelling to or from duty, without permission

## **Disorder**

- Disrespect towards superiors
- Wilful disobedience of a lawful order
- Inattention to, or neglect in, carrying out orders
- Failure to perform duties properly
- Disrupting a parade by talking or other action
- Disrupting a class by talking or other action
- Contributing towards an untidy ship
- Quarrelling or fighting
- Other actions that contribute to disorder or poor discipline in the corps

## **Miscellaneous**

- Wilfully or carelessly damaging buildings or equipment
- Carelessness with respect to small arms
- Smoking during a cadet activity, on the way to or from a cadet activity, or in uniform
- Lying to or misleading another member
- Any act that brings discredit to the Royal Canadian Sea Cadets
- Illegal activities

## **Part 7 – Administration**

### **In-Routines**

When a cadet joins the unit by enrolling or transferring from another unit the Phase 1 Divisional Officer will ensure that following in-routine is completed:

- The cadet (and parents if present) will meet with the CO.
- The Phase 1 Div O will obtain a complete enrolment package from the cadet, including copies of birth certificate and Medicare card. After verifying that it is complete, the Phase 1 Div O will give it to the CO for signature. The CO will sign it will give it to the Admin O.
- The Admin O will enrol the cadet in Fortress, create a personnel file for the cadet, and add a folder with the cadet's name on it to the distribution box.
- The Sup O will issue the cadet a complete uniform form stores, or measure the cadet and order a new uniform if the required items aren't available in stores.

### **Out-Routines**

When a cadet leaves the unit by releasing, aging-out, or transferring to another unit the XO will ensure that the following out-routine is completed:

- The cadet will meet with the CO and his or her divisional officer.
- The Admin O will remove the cadet's folder from the distribution box and complete the release or transfer in Fortress.
- If the cadet is transferring to another unit the Admin O will give a copy of the cadet's personnel file to the CO, who will send it to the gaining unit. The Admin O will file the cadet's personnel file in the dead files.
- The Sup O will recover the cadet's uniform and any other items on loan to the cadet, except musical equipment, calling the cadet and/or his or her parents if necessary. If the Sup O is unsuccessful after several attempts he or she will inform the CO, who will send a letter to the cadet's parents. The Sup O should co-ordinate this with the Band O.

The Band O will recover any musical equipment on loan to the cadet, calling the cadet and/or his or her parents if necessary. If the Band O is unsuccessful after several attempts he or she will inform the CO, who will send a letter to the cadet's parents. The Band O should co-ordinate this with the Sup O.

### **Personnel Transaction Reports**

Once a week, for all cadets enrolled, transferred, or released that week, the Admin O will: complete a Personnel Transactions form and generate an updated recall list from Fortress, and distribute copies of both to all officers and the President of the Navy League branch by e-mail; and print the revised recall list and provide copies to all chiefs and petty officers.

### **Access to Cadet Personnel Files**

All officers may examine cadet personnel files when required. Any officer wishing to view a cadet personnel file will request it from the Admin O. The only persons authorized to remove a cadet personnel file from the cabinet, or replace it, are the CO, XO, and Admin O.

Cadets may view their own personnel files and make copies of anything they contain. Any cadet wishing to view his or her personnel file will request this through his or her Divisional Officer.

### **Request for Cadet Participation (Form RCP-1)**

An RCP-1 is required by the NB/PEI Cadet Detachment for most cadet activities apart from routine parade nights and Sunday training that takes place at the Armoury. RCP-1s may be submitted as late as 20 **working** days (i.e. four weeks) in advance (where support from the Detachment is requested) or 5 working days in advance (where no support is requested) but **will be submitted in advance of listed times whenever possible**.

The Admin O is responsible for preparing the RCP1. The Admin O will coordinate with the Trg O and consult with the CO prior to sending the RCP1 to the NB/PEI Detachment.

### **Attendance**

Cadets will attend all training nights, supplementary training, practices, and other corps activities unless properly excused. Any cadet wishing to be excused from training or any other mandatory activity will request leave through his or her divisional petty officer. Any absence that will last for 3 training days or more should be discussed with your divisional officer.

Attendance will be taken and recorded in Fortress for every activity. On training nights the Ship's Writer is responsible for taking attendance and providing a list of cadets present to the Admin O. The Admin O will task the SW or another cadet or officer to call any cadets who are absent without leave to determine why they are absent and to remind them of the requirement to obtain leave when unable to attend a training night or mandatory activity. When this has been completed the Admin O will ensure that the reason for each cadet's absence is distributed to the CO, XO, Divisional Officers, and Coxn. For activities other than training nights, the PO in charge of the activity will take attendance and provide the attendance list to the SW.

Any cadet who is absent without leave for a training night or other mandatory activity will be subject to the disciplinary procedures in Part 6. The Admin O will complete a Report of Misconduct form and provide it to the XO for each such cadet.

Cadets who are absent are responsible for obtaining any information missed.

Cadets will report for duty at the required time. If a cadet is unavoidably adrift, he or she will, immediately upon arriving, report to the Administration Officer to ensure that he or she is recorded as being present. In the event that a personal emergency requires a cadet to be absent at short notice, the cadet will call the ship's office to report the situation.

If it is necessary for a cadet to leave any activity early, he or she will request permission from the Officer of the Watch or the officer in charge of the activity.

### **Absence of Staff Members**

Officers are expected to make themselves available for duty on all training nights, and on other occasions when required. Any officer or civilian volunteer who requires leave will request it in advance from the Executive Officer.

## **Part 8 – Miscellaneous Issues**

### **Fire**

Anyone discovering a fire will take the following steps:

- Shout "Fire Fire Fire!"
- Activate the building fire alarm.
- Call the city fire department at 911 (9-911 if using a building phone).
- Call the CFB Gagetown fire department at 422-2000 extension 2106.

If possible, both calls will be made from outside of the building.

Only officers and civilian staff with the required training will attempt to fight a fire, and only when it is small enough to be extinguished by means of a fire extinguisher without endangering any personnel.

On hearing the alarm, the ship's company will muster in the parking lot on the north side of the building (facing the river), exiting the building by the most direct route. The officer or cadet who has the attendance list will bring it. Because of the location of the building's natural gas service and heating plant on the south side of the building personnel will, where possible, avoid exiting through doors on the south side. When leaving the building close all windows and doors. Do not lock doors and do not turn off lights.

Cadets will fall in by divisions in the same order as on the parade square, facing the river. Officers will assemble nearby. The senior officer present will take charge, obtain the attendance list, and verify that everyone present for the current activity has left the building and fallen in.

The person discovering and/or reporting the fire will report to the senior fire fighter to provide information as may be requested.

### **Divisional Notes**

Divisional officers, and other officers who supervise cadets, will maintain divisional notes for each cadet under their supervision. Divisional notes consist of brief comments written from time to time regarding positive or negative behaviour by the cadet, problems requiring attention from the staff, interests and concerns of the cadet, and similar observations. Divisional notes will be used to assist officers in the preparation of quarterly and annual performance evaluations and to substantiate decisions regarding promotions, awards, selection for special activities, disciplinary measures, etc.

Divisional notes shall be handled as Protected A material and not shared with any other cadet, including the DPO. Officers may keep divisional notes or store them in the Administration Dept. filing cabinet in the ship's office. The Training Officer will review divisional notes quarterly and report his or her observations to the CO.

### **After-Action Reports**

Basic after-action reports will be prepared by all cadets after activities other than routine training. Cadets will provide their after-action reports as soon as practicable, and ideally the same day as the activity, to the OPI (or, if no OPI has been appointed, to the senior officer present). A cadet after-action report will include, as a minimum, answers to the following questions:

What did you like about the activity?

What did you dislike about it?

What should be done differently the next time?

### **Departmental Spaces**

Each department will keep its spaces neat and clean. As a matter of principle, no special preparations should be required for any inspection.

### **Drill Instruction**

Any officer or cadet who is tasked with teaching a drill class will read and understand the applicable parts of the Canadian Forces Manual of Drill and Ceremonial or, for rifle or cutlass drill, the Sea Cadet Manual of Drill and Ceremonial. Drill instructors will not attempt to teach from memory without first referring to the current standard in either of these two publications.

### **Stand-Down due to Weather**

In the event that schools in Fredericton are closed because of the weather, an announcement will be posted to Facebook by 1300 to indicate if corps activities are cancelled for that evening. Cox'n will ensure that all senior cadets have access to Facebook notices or make alternate arrangements to inform individuals that don't. DPO's will ensure that all cadets in their phase have access to Facebook notices or make alternate arrangements to inform individuals that don't.

### **Marksmanship Training**

All marksmanship activities will be conducted in strict adherence to applicable orders and regulations, including directives specific to the Carleton Street Armoury. Approved cadet air rifle backstops will be used with all target types.

### **Social Media**

The unit is very active on the Social Media. The following links are to be consulted by all cadets, senior cadets and officers regularly.

Website: <http://blogginsj.wix.com/130rcscCFredericton>

Facebook: RCSCC 130 FREDERICTON

Twitter: RCSCC FREDERICTON

Officers are the administrators of the unit's social media outlets. They have the privilege to delete any comments or remove any individuals that do not adhere to the unit's regulations and philosophy.