

**ROYAL CANADIAN SEA CADET
CORPS
ILLUSTRIOUS**



**STANDING
ORDERS**

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Ship's Standing Orders have been issued by:
//Original Signed By//

Nicole Monteith
Lieutenant-Commander
Commanding Officer
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1.01 Definitions

a. The word:

- (1) “**may**” will be used as permissive; and
- (2) “**shall**” will be used as mandatory;

b. Unless otherwise qualified:

- (1) the word “**Branch**” will refer to the Brampton Branch of the Navy League of Canada;
- (2) the word “**Corps**” will refer to RCSCC ILLUSTRIOUS;
- (3) the word “**Officer**” will refer to a member of the Cadet Instructors Cadre (CIC), Civilian Instructor (CI), or Civilian Volunteer (CV) assigned to or volunteering with RCSCC ILLUSTRIOUS;
- (4) the word “**Cadet**” will refer to a member of RCSCC ILLUSTRIOUS;
- (5) the words “**Ship’s Standing Orders**” will refer to orders as authorized by the present Commanding Officer.
- (6) the word “**CATO**” will refer to Cadet Administrative and Training Orders.
- (7) the words “**Natl CJCR Sp Gp Order**” will refer to National Cadet and Junior Canadian Ranger’s Support Group Orders.
- (8) the words “**Chain of Command**” will refer to the next senior officer by rank or position. All inquiries through the Chain of Command shall ultimately go through the Executive Officer. In the absence of the Executive Officer, the Commanding Officer will be used.

1.02 General

a. The National Defence Act provides for the existence of the Cadet Instructor Cadre (CIC). Members of the CIC undergo training specifically related to working with youth and cadets.

b. Natl CJCR Sp Gp Order 5005-1 and CATO 23-07 detail the use of civilian members in support of corps activities. Civilian members may support a cadet corps in a paid capacity (Civilian Instructor) or in a volunteer capacity (Civilian Volunteer).

c. Officers are assigned to specific cadet corps whose number of slate positions are designed by annual quotas listed in Central Region Cadet Supplementary Orders (CRCSO).

d. Not all officers who work with a specific cadet corps are entitled to pay for all activities the cadet corps participates in. As such, all officers are required to complete volunteer agreements IAW CATO 23-11.

e. Officer Cadets and Naval Cadets may be enrolled regardless of slate positions available but will not be paid for unit training until a slate position is available.

1.03 Aim

a. The aim of the Canadian Cadet Movement (CCM) is to develop in youth the attributes of good citizenship and leadership, to promote physical fitness, and to stimulate their interest in the Sea, Land and Air elements of the Canadian Forces.

1.04 Administrative

a. The CCM is administered jointly by the Canadian Forces and the Navy League of Canada. This relationship is described in a Memorandum of Understanding published jointly.

1.05 Command and Control

a. CIC Officers are members of the Canadian Armed Forces Reserves and are subject to the provisions of Queen's Regulations and Orders (QR & O), Defence Administrative Orders and Directives (DAOD), Canadian Forces Administrative Orders (CFAO), and the Code of Service Discipline (CSD).

b. All officers are responsible to the Commanding Officer of the Regional Cadet Support Unit, through the appropriate Zone Training Office. The appropriate chain of command shall be maintained at all times.

c. The Commanding Officer of the Corps is the commanding officer of cadets and the supervisor of the corps officers, civilian instructors, and volunteers.

d. The Branch is responsible to Ontario Division of the Navy League of Canada.

1.06 Ship's Standing Orders

a. The Commanding Officer, when necessary, shall institute, amend or cancel any Ship's Standing Order.

b. Ship's Standing Orders shall not supersede QR&O, DAOD, CFAO, or any other orders / directives received from the Regional Cadet Support Unit, or Zone Training Office. In cases where there exists a conflict between Ship's Standing Orders and QR&O, DAOD, CFAO, or any other orders / directives received from the Regional Cadet Support Unit or Zone Training Office, the higher level order / directive shall stand.

2.01 SHIP'S STANDING ORDERS

2.02 Chain of Command

a. The Commanding Officer may appoint an Officer as Second in Command. This person shall be known as the Executive Officer. In the absence of the Commanding Officer, the Executive Officer will assume temporary command.

b. In the absence of the Commanding Officer and the Executive Officer, the Officer of the Day (OOD) will assume temporary command.

2.03 Building Security and Regulations

a. Every Officer and Cadet shall protect and preserve all buildings and properties owned, leased or loaned by the Navy League of Canada or the Department of National Defence.

b. The OOD shall ascertain the identity of all visitors and to note the same in the Ship's Log. Unidentified persons are not to wander about unaccompanied.

c. It shall be the duty of the OOD or Officer in Charge (OIC) to secure buildings and grounds upon completion of training or activities.

d. Any officer securing buildings and training areas shall ensure all fire doors are closed, outer doors are closed and locked, all lights are turned off and the alarm is activated, if applicable.

e. Cadets are not to be left alone waiting for parents; the OOD or OIC shall wait until they have been picked up.

2.04 Safety Precautions

a. The responsibility of all Officers to ensure safety while engaged in the training of Cadets. Officers directing training and activities shall have a full knowledge of applicable rules / regulations. These include, but are not limited to Natl CJCR Sp Gp Orders, CATOs, Central Region Cadet Orders (CRCO), Central Region Cadet Supplementary Orders (CRCSO), and Watercraft Safety Orders (WSO).

b. Officers with specific, current qualifications from the Regional Cadet Instructor School (RCIS) are required for certain training activities. These activities include but are not limited to range, abseiling, sailing and canoeing. Officers without applicable RCIS qualifications shall not conduct these activities. The Commanding Officer will appoint specialist instructors, at least once a year, in Routine Orders.

c. Officers conducting training will ensure they have read the appropriate rules and regulations.

2.05 Environmental Policy

- a. The Department of National Defence has established strict policies regarding the environment in response to federal acts and policies. All staff and cadets are affected by these policies and all activities/exercises undertaken by the Corps.
- b. All members of the Corps are required to act with “Due Diligence” to protect the environment. Environmental considerations are to be taken into account for all activities. No authorization will be given to activities where the environment has either not been considered or will be significantly damaged by the activity.

2.06 Emergencies

a. Fire:

(1) Upon the ringing of the fire alarm, alarm system, or a verbal report indicating a fire, all persons are to orderly vacate the building. They will muster in the parking lot across from the armouries. The OOD shall ensure the ship’s log and nominal roll for the activity are brought to the muster point;

(2) The senior Officer present shall account for all persons who were aboard and report to the Fire Department once the Fire Department has arrived on scene.

(3) No person shall return to the building until authorized by the senior member of the Fire Department.

b. Accident or Illness:

(1) In the event of an accident or serious illness, the Officer shall:

(a) administer first aid if qualified to do so or supervise the administration of first aid by a qualified first aider;

(b) obtain primary medical care by transporting the injured / ill person to a Hospital or by calling 911;

(c) inform the Commanding Officer;

(d) complete a DND 2299 for Cadets / Civilian Instructors / Volunteers, or CF98 for Officers; and

(e) forward the completed form to the applicable cadet detachment within 7 days of injury occurring.

2.07 Keys

- a. Building keys will be issued by the Commanding Officer and all persons shall have an alarm code, if applicable.
- b. Keys for common areas are kept in the administration cabinet. Keys that are loaned to cadets must be retrieved by the Officer that issued them.
- c. Keys for controlled areas will never be loaned to cadets and approval must be given by the Commanding Officer to gain access to these keys.

2.08 Communications

- a. All external correspondence shall be handled by the Commanding Officer. This includes all communication with the Zone Training Officer, Regional Cadet Support Unit Central, and with the public. The Commanding Officer may delegate communications but shall be copied and made aware of any such communication.
- b. The corps telephone is intended to be used for Cadet business. On occasions when the phone is used for personal business, phone calls should be kept brief.
- c. All long-distance phone calls should be approved by the Chain of Command.
- d. When answering the phone, a simple greeting that includes the name of the cadet unit and the officer answering the call should be used.

“Good Evening. Royal Canadian Sea Cadet Corps ILLUSTRIOUS, A/SLt Bloggins speaking. How can I help you?”

2.09 Navy League of Canada, Brampton Branch

- a. Any requests or recommendations for the Branch shall be made through the Commanding Officer. Officers shall not directly communicate with Branch members regarding training or funding unless specifically instructed by the Commanding Officer or in the event of an emergency.
- b. Officers and Cadets shall show utmost courtesy and assistance when interacting with Branch Members.

2.10 Officers Pay

- a. Pay for all training shall be subject to the approval of the Commanding Officer.
- b. Scale of pay shall be determined by CATO 21-03.
- c. Attendance at unit training is to be recorded by the officer on the appropriate pay sheet upon conclusion of training.
- d. The Administration Officer will complete the pay sheets and submit to the Commanding Officer for approval and signature.

2.11 Uniform and Dress

- a. Uniforms are intended to be worn only for official unit training. Permission may be granted for the wearing of uniforms for non-cadet related activities by the Commanding Officer.
- b. Dress and grooming shall conform to the standards established by:
 - (1) Officers: A-DH-265-000/AG-001 (Canadian Forces Dress Instructions); and
 - (2) Cadets: CATO 35-01 (Sea Cadet Dress Regulations).
- c. Cadets not arriving in proper uniform may be asked to not participate in cadet training. This includes wearing of jewellery and haircuts not authorized in CATO 35-01.
- d. The expected standard of dress will never exceed standards as detailed. Cadets who choose to exceed the standard may be recognized for doing so.
- e. Winter and Summer Dress dates shall be published in the Routine Orders.
- f. Work Dress and Naval Combat Dress may be worn when it is appropriate for training and authorized by the Commanding Officer.

2.12 Discipline and Behaviour

- a. All discipline and behaviour issues with officers will be dealt by the Chain of Command. All actions taken will be IAW DAOD 5019-04 (Remedial Measures) and in consultation with Zone Training Office / Regional Cadet Support Unit.
- b. All discipline and behaviour issues with cadets will be dealt by the appropriate officer in charge, the Executive Officer, and the Commanding Officer. All actions taken will be IAW CATO 15-22 (Conduct and Discipline of Cadets). The appropriate officer in charge may be the instructor, the **Divisional Officer** (DivO), the **Standards Officer** (SO) or the **Officer in Charge** (OIC) of a specific training event.
- c. Complaints or concerns not involving harassment will follow the divisional system.
 - (1) Issues with a cadet's behaviour shall be addressed at the lowest appropriate level. When a minor issue occurs, such as uniform standard, it shall be addressed by the **Divisional Petty Officer** (DPO). The DPO shall inform the DivO (if applicable) or Standards Officer. All incident of a minor nature shall be kept by the DivO (if applicable) or Standards Officer on the cadet's divisional file.
 - (2) If a cadet has repeated behavioural issues or they are serious in nature, the cadet shall first be dealt with through a CHIT system, then progress to a **Cadet Cautionary Notice (CATO 15-22 Annex B)** by their DivO (if applicable) or Standards Officer. This notice shall be included in the cadet's file.
 - (3) If a cadet's behaviour continues to decline or shows no improvement after counselling by the DivO (if applicable) or Standards Officer, then a **Cadet Written Warning (CATO 15-22 Annex C)** shall be given by the DivO (if applicable) or Standards Officer. The cadet may also sit a **performance interview** with the **Executive Officer**. The performance interview shall be attended by the DivO (if applicable) or Standards Officer and the cadet in question. This interview shall consist of questioning the cadet about the appropriateness of their behaviour and determining actions to help said cadet improve their behaviours.
 - (4) If the behaviour does not improve or declines from this point, performance review will occur with the **Commanding Officer**. The Commanding Officer will interview the cadet and decide what actions to take. Actions that may be taken include demotion, denial to participate in training activities, suspension or release.
- d. Complaints or concerns involving harassment will be reviewed by the Unit Cadet Conflict Management Advisor (UCCMA), the Executive Officer, or the Commanding Officer.

2.13 Harassment and Conflict Management

a. Most incidences of harassment are minor in nature and most often consist of behavioural issues. As a result, the UCCMA (if available) or Executive Officer may recommend that these be dealt with using the Divisional System. The UCCMA (if available) or Executive Officer will advise as necessary.

b. Harassment and Conflict Management Policy for Cadets:

(1) The Positive Social Relations for Youth (PSRY) is the tool for educating cadets on harassment and conflict management.

(2) The Corps may have one appointed UCCMA (if available) who will advise cadets and officers in matters of cadet harassment and conflict.

(3) The UCCMA (if available) or Executive Officer may perform fact finding on harassment claims and report their findings to the CO.

(4) Any instance of suspected abuse is to be dealt with by the Police. CRCO 1513 details the Central Region Policy on Harassment and Abuse.

(5) All officers should make themselves familiar CATO 13-24 (Harassment Prevent and Resolution) and CATO 13-25 (Cadet Conflict Management System).

(6) It is the responsibility of all officers and cadets to deal with any instances of harassment or conflict in an applicable manner. This may include dealing with the issue themselves or seeking further advice or assistance from other officers or the UCCMA (if available) or Executive Officer.

c. It may be necessary for the UCCMA (if available) or Executive Officer to liaise with groups external to the cadet corps without involving the Commanding Officer. The UCCMA (if available) or Executive Officer shall inform the Zone Training Office or the Regional Cadet Support Unit when this is necessary.

2.14 Attendance and Punctuality

a. Officers are to notify the Chain of Command in the event that they will be late or absent from any cadet activity.

b. Officers are to strive to display proper punctuality at all times. Cadets can only be expected to make timings if Officers show they can do the same.

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c. Attendance: Each cadet will sign the attendance form on the Quarter Deck upon boarding the Ship. Each Divisional Petty Officer shall be also ensure that attendance is taken prior to colours by:

- (1) picking up the nominal roll from the administration officer;
- (2) having the cadets fall into their appropriate division;
- (3) calling the names of the cadets on the nominal roll;
- (4) having the cadets answer to their name being called by saying, "PO", as appropriate;
- (5) marking the attendance on the nominal roll; and
- (6) returning the nominal roll to the administration officer

d. The Quarter Master or Petty Officer of the Day shall note any cadets who arrive late or leave early and give the names the Administration Officer, and ensure the Ship's Log is updated.

e. The Administration Officer shall record the attendance from the nominal roll into Fortress no more than 14 days after the training event.

2.15 Ship's Routine

a. The following timetable as laid out for regular parade night training shall be adhered to by all officers and cadets:

1800 Officers and Senior Cadets aboard
1815 Cadets Arrive
1830 Ship's Company muster for Colours
1845 Colours and Ship's Business (Inspections)
1900 Period 1 Classes begin
1935 Period 2 Classes begin
2005 Stand-Easy
2015 Period 3 Classes begin
2045 Cadets Muster for Sunset
2155 Sunset and Evening Quarters, and announcements
2110 Liberty Boats

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- b. The following timetable as laid out for Ceremonial Divisions parade night training shall be adhered to by all officers and cadets:

1800 Officers and Senior Cadets aboard
1815 Cadets Arrive
1830 Ship's Company muster for Colours
1845 Colours and Ship's Business (Inspections)
1900 Period 1 Classes begin
1935 Period 2 Classes begin
2005 Stand-Easy
2015 Cadets Muster for CDs
2025 CO (Reviewing Officer) reports to Dias (Inspection and March Past)
2055 Sunset and Evening Quarters, and announcements
2110 Liberty Boats

- c. This timetable shall be displayed where it can be read by all officers and cadets.
- d. Mandatory and Optional training will occur on weekends. Primarily, this training will be contained to Saturdays but may be expanded to include Sundays.
- e. A routine will be published for Saturday training depending on the scheduled activity.

2.16 Marks Of Respect

- a. Marks of respect shall be shown between Officers and Cadets at all times. Marks of respect may consist of saluting or by correct use of "Sir" and "Ma'am".
- b. When an Officer of a lower rank addresses an Officer of a superior rank they will do so using Rank and Surname.
- c. When an Officer of a superior rank addresses an Officer of a lower rank they may:
- (1) address the Officer using Rank and Surname; or
 - (2) address the Officer as Mr / Mrs / Miss and Surname.
- d. When a Cadet addresses an Officer, they will do so by using Rank and Surname.
- e. When an Officer addresses a Cadet, they may:
- (1) address the Cadet using Rank and Surname; or
 - (2) address the Cadet as Mr / Mrs / Miss and Surname.
- f. Salutes shall be given:
- (1) when the National Ensign is raised or lowered during Colours or Sunset ceremonies;
 - (2) when addressing a superior Officer while on parade;

- (3) when passing a superior Officer when travelling to / from the training location;
and
- (4) when making a formal report to a superior Officer.

g. Due to the close working environment, it is customary to salute an Officer once at the start of the training event and once at the end of the training event. Outside of the situations listed above, no other salutes are necessary during a training event.

h. Naval Cadets do not hold commissions and therefore are not required to be saluted.

i. Salutes may be extended as a form of respect to civilians or non-military members. Examples of this may include members of the Branch, local dignitaries, Reviewing Officers, or Navy League Officers.

2.17 Policy On Drugs, Alcohol and Smoking

a. There is a ZERO tolerance for illegal drugs or alcohol while at cadet activities. Cadets in contravention of this policy will be disciplined and dealt with IAW CATO 13-22 (Smoking Policy) and CATO 13-23 (Drug and Alcohol Policy) and CATO 15-22 (Cadet Discipline).

b. There is a no smoking policy at the Corps and during cadet activities. Cadets smoking at these activities will be asked to leave and their parents / guardians informed if the cadet is under the age of 18.

c. All individuals over the age of 18, who are not cadets, are required to smoke out of the sight of cadets. In addition, smoking is only permitted in designated smoking areas that include a "butt can".

2.18 Purchases

a. No purchases of goods or services on behalf of the Corps may be made without the permission of the Commanding Officer and in consultation with the Branch.

b. Any purchases made without the permission of the Commanding Officer will be considered donations to the Navy League of Canada, Brampton Branch.

2.20 Public Affairs and Media Relations

a. All publicity will be handled by the Commanding Officer or appointed Public Affairs Officer, in conjunction with the Brampton Branch of the Navy League of Canada.

b. Any media contact related to major incidences, those that involve death, serious injury, or major property damage, shall be directed to the Regional Public Affairs Officer, via the Zone Training Officer.

c. All publicity and media relations shall be passed to the chain of command.

2.20 Transportation

- a. All transportation must have the approval of the Commanding Officer.
- b. Request for DND Transportation will be submitted in the form of a Corps / Squadron Activity Request (CSAR).
- c. Situations where Officers are required to transport cadets should be avoided. When they are deemed necessary by the Commanding Officer, the Officer transporting cadets shall:
 - (1) prove liability insurance coverage of at least \$2 million;
 - (2) ensure that cadets are never transported alone with the officer; and
 - (3) only transport the cadet to and from the intended location.
- d. Cadets shall not drive other cadet(s) to and from cadet activities unless the other cadet(s) is a sibling unless written permission from the passenger cadet's parents is provided to the Commanding Officer.

2.21 Computer and Internet Policy

- a. All use of computers shall be for official purposes only and comply with Department of National Defence Regulations on the use of internet and computers. Failure to abide by these rules may result in suspension of computer privileges, release from the corps or possible charges.
- b. The computers shall be controlled by the Administration Officer.
- c. Cadets are not authorized to use DND asset computers for any reason unless they have been screened by DND. The only exception are computers that are logged into the "Offline" account.
- d. If applicable - Cadets may use computer assets provided by the Brampton Branch of the Navy League as long as they are monitored while using the computer. Cadet use of computers shall be limited to training or duty related activities.
- e. If applicable - Internet usage is primarily for the administration and training of cadets. Adult staff will have access to the wireless internet and select cadets may be granted access by the Commanding Officer. Internet may be used to limited personal activities, IAW DND policy. Those who abuse the use of the internet will have their access revoked.

2.22 The Divisional System

- a. The Divisional system is the foundation of a successful Corps.
- b. The Divisional Officers (DivO) and Divisional Petty Officers are required to take a special interest in the Cadets in their division, not only while doing drill or on parade, but in their daily lives. Divisional Staff are to exert a wholesome influence over their cadets in accordance with the principles on which Canadian Cadet Movement is established.
- c. The DivO and DPO shall know every Cadet by name. They must be careful to uphold discipline and be consistent in its maintenance. Where possible Divisional Staff should try to understand the Cadet's viewpoint, and realize that conditions, rather than the individual, are sometimes at fault.
- d. Divisional Staff shall:
 - (1) pass information through email or via phone;
 - (2) contact cadets whose attendance falls below 60% for any 6-week period;
 - (3) monitor cadets' behaviour during training activities;
 - (4) recommend cadets for promotion and appoint; and
 - (5) take responsibility for the drill, dress, and deportment for all cadets in the division.

2.23 Ship's Duty

- a. The Officer of the Day (OOD) shall:
 - (1) Open any required buildings and grounds in preparation of the training activity;
 - (2) ascertain the identity of all visitors and to note the same in the Ship's Log;
 - (3) bring the Ship's Log and nominal roll for the training activity to the muster area in the event of a fire or emergency drill;
 - (4) supervise all cadets until they have been picked up by their parent or guardian;
 - (5) act as the Senior Officer in the absence of the Executive Officer and the Commanding Officer;
 - (6) complete the building report and ensure that the Ship's Log is completed at the end of the training activity;
 - (7) secure buildings and grounds upon completion of training or activities; and
 - (8) report directly to the CO or XO.
- b. The Petty Officer of the Day (POOD) shall:
 - (1) monitor the Ship's Log to ensure it is filled out correctly, signed by all officers and attendance is accurately recorded.

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- (2) ensure the timings of the training schedule are adhered to;
- (3) supervise cadets during stand easy;
- (4) supervise the Duty Division as it completes cleaning stations; and
- (5) bring the Ship's Log to the Officer of the Day for their approval at the end of the training activity.

c. The Quarter Master (QM) shall:

- (1) complete the Ship's Log, under the supervision of the POOD;
- (2) advise the OOD of Colour / Sunset timings under the supervision of the Regulating Petty Officer / POOD;
- (3) ensure attendance has been completed, under the supervision of the Regulating Petty Officer / POOD; and
- (4) supervise cadets during stand easy, under the supervision of the POOD.

d. The Duty Division shall:


- (1) complete cleaning stations
- (2) provide assistance as required by the OOD, XO, CO


2.24 Ship's Routine Orders


a. The Ship's Routine Orders shall be published by the Training Officer in conjunction with the Commanding Officer.


b. These orders shall include:


- (1) duty personnel for the up-coming month,
- (2) dress for the up-coming month,
- (3) training activities, both mandatory and optional,
- (4) appointments and changes in command structure,
- (5) reminders based on the Ship's Standing Orders, and
- (6) general items of Ship's interest.


<p>Royal Canadian Sea Cadet Corps ILLUSTRIOUS Statement of Duties and Terms of Reference</p>	
<p>Title: Commanding Officer Short Title: CO Responsible to: Area Officer in Charge (Area OIC)</p> <ol style="list-style-type: none"> 1. Comply with regulations, orders and rules as issued by National Defence, the Canadian Armed Forces and the Navy League of Canada. 2. Maintain a unit with high moral and ethical values and ensure the unit is a harassment free environment. 3. Ensure proper environmental stewardship for all corps related activities. 4. Liaise with the Navy League Branch regarding needs and progress of the unit. 5. Ensure that proper supply, administration and training procedures are carried out. 6. Appoint qualified Officers to the following positions: Executive Officer; Training Officer; Supply Officer, and Administration Officer. 7. Keep Officers, Civilian Instructors and Cadets fully acquainted with regulations and instructions issued by higher authority. 8. Supervise all personnel under their command. 9. Recommend enrolment, appointment, promotions, posting, transfer and release of Officers and appointment of Civilian instructors and volunteers. 10. Ensure Officers are familiar and knowledgeable of all Corps procedures and ensure a succession plan is in place. 11. Bring any Officer who is distinguished in their duties or who are deficient in the knowledge of their duties the support and or recognition which they have the right to expect. 12. Maintain good public relations. 13. Report death or injury of any Officer, Civilian Instructor, or Cadet to the Area Cadet Officer and the appropriate League. 14. Report of loss or damage of DND equipment to support unit immediately upon discovery. 15. Ensure observance of regulations and documentation concerning pay for personnel under their command. 16. Maintain, in co-operation with the Navy League Branch, an effective recruiting program. 17. All other duties assigned by a higher authority 	
<p>Signature of Commanding Officer:</p>	<p>Date:</p>


Royal Canadian Sea Cadet Corps ILLUSTRIOUS Statement of Duties and Terms of Reference		
Title: Executive Officer Short Title: XO Responsible to: Commanding Officer (CO)		
<ol style="list-style-type: none"> 1. Comply with regulations, orders and rules as issued by National Defence, the Canadian Armed Forces and the Navy League of Canada. 2. Maintain a unit with high moral and ethical values and ensure the unit is a harassment free environment. 3. Ensure proper environmental stewardship for all corps related activities. 4. To prepare the Routine Orders in accordance with the wishes of the CO. 5. To represent the CO when the CO is not aboard. The XO is second in command, and is senior to all other Officers, except for the CO, regardless of rank. 6. To be responsible for the maintenance of discipline in all cases where the offence does not warrant the attention of the CO. 7. To create and maintain a duty list for subordinate officers, and to see that it is adhered to and to see that the ship is maintained in good order and that it is ready for inspection at any time. 8. To note any infraction of routine, correct them, and when necessary report to the CO. 9. Assist with the training of cadets as needed and when requested by the Training Officer. 10. To act as intermediary in lesser matters between the Officers and the CO. 11. To act as Chiefs' and Petty Officers' Liaison Officer in all matters. 12. To ensure that the junior officers are trained in various departments and duties in order to assume various duties, as required. 13. All other duties assigned by higher authority. 		
Signature of Executive Officer:		Date:
Signature of Commanding Officer:		Date:


<p>Royal Canadian Sea Cadet Corps ILLUSTRIOUS Statement of Duties and Terms of Reference</p>		
<p>Title: Administration Officer Short Title: AdmO Responsible to: Executive Officer (XO)</p>		
<ol style="list-style-type: none"> 1. Comply with regulations, orders and rules as issued by National Defence, the Canadian Armed Forces and the Navy League of Canada. 2. Maintain a unit with high moral and ethical values and ensure the unit is a harassment free environment. 3. Ensure proper environmental stewardship for all corps related activities. 4. Assist the XO in preparing the Routine Orders in accordance with the wishes of the CO. 5. Oversee the correct circulation of all incoming and outgoing correspondence, orders and directives. 6. Oversee the Corps' filing systems including the filing of records showing attendance and progress of each cadet – specifically entering attendance into Fortress. 7. Complete and submit any documents required by higher headquarters including, but not limited to, Detailed Health Questionnaires, Accident and Injury Reports, Claims, Pay and Travel Expenses. 8. Advise the Supply Officer of names of cadets enrolled and released 9. Ensuring that administrative supplies are kept neat and ensure there are always adequate supplies on hand. 10. Ensure the Ships office and supply areas are kept tidy. 11. Oversee attendance records in conjunction with DivOs and DPOs. 12. Submit a written report to the Commanding Officer on discovery of loss or damage to material. 13. All other duties assigned by higher authority. 		
Signature of Administration Officer:		Date:
Signature of Commanding Officer:		Date:

<p>Royal Canadian Sea Cadet Corps ILLUSTRIOUS Statement of Duties and Terms of Reference</p>		
<p>Title: Training Officer Short Title: TrgO Responsible to: Executive Officer (XO)</p> <ol style="list-style-type: none"> 1. Comply with regulations, orders and rules as issued by National Defence, the Canadian Armed Forces and the Navy League of Canada. 2. Maintain a unit with high moral and ethical values and ensure the unit is a harassment free environment. 3. Ensure proper environmental stewardship for all corps related activities. 4. Develop the training in accordance with Sea Cadet Qualification Standard Plans. 5. Submit all required documentation to the Area Office, including Corps / Squadron Activity Requests, Operation Orders, Warning Orders, and Permission Slips, and liaise with the Area Office in all training support matters. 6. Appoint, in consultation with the CO, Officer in Charge for all supported weekend training activities and support them in the development of the training under their responsibility. 7. Ensure the CO is informed of all interactions with outside agencies. 8. Prepare and maintain annual training charts and records and maintain updated monthly training schedules. 9. Arrange to obtain guest speakers and other voluntary instructors to supplement corps staff. 10. Ensure all training is carried out to the required standard and that all training results are recorded so that a cadet's progress can be tracked. 11. Ensure the Corps is in possession on all required training material and reference manuals. 12. Ensure the on-going individual training and development of all instructional staff through classroom monitoring and assist and supervise instructors in the preparation and presentation of their courses. 13. Coordinate the optional training completed during weekends that is not related to the development of teams. 14. All other duties assigned by higher authority 		
<p>Signature of Training Officer:</p>		<p>Date:</p>
<p>Signature of Commanding Officer:</p>		<p>Date:</p>

<p>Royal Canadian Sea Cadet Corps ILLUSTRIOUS Statement of Duties and Terms of Reference</p>		
<p>Title: Supply Officer Short Title: SupO Responsible to: Executive Officer (XO)</p> <ol style="list-style-type: none"> 1. Comply with regulations, orders and rules as issued by National Defence, the Canadian Armed Forces and the Navy League of Canada. 2. Maintain a unit with high moral and ethical values and ensure the unit is a harassment free environment. 3. Ensure proper environmental stewardship for all corps related activities. 4. Maintain the following records affecting the accounting of material on loan to the Corps. <ol style="list-style-type: none"> a. customer accounts; b. individual loan cards; and c. temporary loan cards 5. Manage and control all equipment in accordance with established DND procedures and authorized scales of issue. 6. Manage and control the Logistik Unicorp account and ensure the CO is regularly updated on the status of orders of cadet clothing and account balances. 7. Conduct kit inspections as required. 8. Ensure the security and proper care of all material. 9. Undertake measures for recovering uniforms of Cadets no longer parading with the Corps. 10. Carry out unit customer account verifications: <ol style="list-style-type: none"> a. at designated intervals; b. on appointment of a Supply Officer; and c. on change of a Commanding Officer. 11. Submit a written report to the Commanding Officer on discovery of loss or damage to material. 12. All other duties assigned by higher authority 		
<p>Signature of Supply Officer:</p>		<p>Date:</p>
<p>Signature of Commanding Officer:</p>		<p>Date:</p>

<p>Royal Canadian Sea Cadet Corps ILLUSTRIOUS Statement of Duties and Terms of Reference</p>		
<p>Title: Standards Officer Short Title: StdsO Responsible to: Executive Officer (XO)</p>		
<ol style="list-style-type: none"> 1. Comply with regulations, orders and rules as issued by National Defence, the Canadian Armed Forces and the Navy League of Canada. 2. Maintain a unit with high moral and ethical values and ensure the unit is a harassment free environment. 3. Ensure proper environmental stewardship for all corps related activities. 4. Implement systems to achieve the CO's intent with regards to standards in all areas including but not limited to: <ol style="list-style-type: none"> i) Uniform - ensuring CATO 35-01 Sea Cadet Dress Regulations is being understood & followed. ii) Drill – ensuring CFP-201 Canadian Forces Manual of Drill & Ceremonial is being understood & followed. iii) Cadet deportment iv) Instructional Technique v) Hygiene 5. Implement and facilitate measures to increase and maintain high morale (i.e. Cock of the walk, Jock of the Walk). 6. Monitor cadets' progress through various areas and encourage improvement to meet and exceed standards. 7. Mentor Standards Dept staff cadets and assist them in meeting objectives. 8. Assist Training Officer in identifying areas of concern or areas to focus on developing. 9. Maintain notes on best dressed cadets, as well as cadets that make great improvements for ACR award consideration purposes. 10. Record/Document positive/negative efforts with Green/Red chits respectively, and coordinate remedial/disciplinary action accordingly through the Chain of Command. 11. Communicate with the SupO regarding any special uniform issues. 12. All other duties assigned by higher authority 		
Signature of Standards Officer:		Date:
Signature of Commanding Officer:		Date:

<p>Royal Canadian Sea Cadet Corps ILLUSTRIOUS Statement of Duties and Terms of Reference</p>		
<p>Title: Divisional Officer Short Title: DivO Responsible to: Executive Officer (XO)</p>		
<ol style="list-style-type: none"> 1. Comply with regulations, orders and rules as issued by National Defence, the Canadian Armed Forces and the Navy League of Canada. 2. Maintain a unit with high moral and ethical values and ensure the unit is a harassment free environment. 3. Ensure proper environmental stewardship for all corps related activities. 4. Follow-up to find the reasons for the absence of a Cadet from training. This will strengthen relationships between the Corps and parents, and make the Cadet realize that they are an integral part of the organization. 5. Ensure that the cadets of the Division have everything they need to be successful in the corps including, but not limited to, correct and fitted uniform parts, training supplies, and supplemental training, as required. 6. Maintain the discipline of the cadets in the division and act as a mentor to develop the cadets in their charge. 7. Ensure the cadets in the division are aware of regulation including, but not limited to, Dress Instructions, Discipline Instructions, Ship Standing Orders, and Monthly Routine Orders. 8. Delegate authority to and support the Divisional Petty Officers (DPO). 9. See that the Cadets of the division have an opportunity to work constructively, develop initiative and make their individual contributions to the Corps. 10. Actively encourage recruitment with the Cadets in the division, and from personal contacts made outside the Corps. 11. Provide the most effective liaison between parents and the Corps. 12. All other duties assigned by higher authority. 		
<p>Signature of Divisional Officer:</p>		<p>Date:</p>
<p>Signature of Commanding Officer:</p>		<p>Date:</p>

<p>Royal Canadian Sea Cadet Corps ILLUSTRIOUS Statement of Duties and Terms of Reference</p>		
<p>Title: Unit Cadet Conflict Management Advisor Short Title: UCCMA Responsible to: Commanding Officer (CO)</p> <ol style="list-style-type: none"> 1. Comply with regulations, orders and rules as issued by National Defence, the Canadian Armed Forces and the Navy League of Canada. 2. Maintain a unit with high moral and ethical values and ensure the unit is a harassment free environment. 3. Ensure proper environmental stewardship for all corps related activities. 4. Receive and do basic fact finding on incidents of conflict that may occur at the corps. 5. Inform the CO, as appropriate, of all findings and recommend course of actions. 6. Advise staff members on approaches to dealing with conflict to ensure a balanced and consistent approach in conflict management at the corps. 7. In matters which go beyond the ability of the CO to deal with, inform the CO and approach the Area Office to seek further advice. 8. Ensure that all officers are aware of the Cadet Conflict Management System and other Canadian Armed Forces Initiatives such as Operation Honour. 9. Act as the unit Ethics Advisor. 		
<p>Signature of UCCMA Officer:</p>		<p>Date:</p>
<p>Signature of Commanding Officer:</p>		<p>Date:</p>

LHQ Cadet Appointment	
Terms of Reference / Statement of Duties	
Position:	Coxswain
Short Title:	Cox'n
Established Rank:	CPO1 (Not mandatory for position)
Prerequisites:	-Completion of LHQ Phase V Training. -Extensive leadership training and qualities. -Considered a role model to seniors by peers. -Be recommended by MRB/Officer Staff. -This position is limited to one cadet per corps.
Responsible to:	CO, XO
Responsible for:	-Implementation of the Commanding Officers polices. -Exercise Command and control of all cadets. - <u>Ship's Company.</u>
Responsible until (date):	
Coxswain Name:	
<ol style="list-style-type: none"> 1. Ensure the effective operation of Ships Routine including Colors, Inspection, March Past, Parade Training, Sunset, Liberty Boat and Secure all Gear. 2. Conduct regular inspections of all training sections. 3. Report to the XO all outstanding issues. 4. Act as escort for Reviewing Officers, Special Guests, and Commanding Officers at all Regular, Special and Ceremonial Parades. 5. Responsible for ensuring disciplinary action is used when needed, & advising the appropriate divisional authority and RPO of pending disciplinary action. 6. Ensuring the proper conduct, discipline and dress of the ships company. 7. Advising the CO/XO on matters affecting training and morale. 8. Ensuring that regular meetings are held with the Chiefs and Petty Officers to discuss current state of affairs, deportment, training needs, discipline, and matters pertaining to the morale and welfare of the Ship's Company. 9. Maintaining notes on senior cadets and notable juniors in regards to outstanding conduct, positive or negative, to assist in awards or corrective action respectively. 10. Record/Document positive/negative efforts with Green/Red chits respectively, and coordinate remedial/disciplinary action accordingly through the CoC. 	
<u>Coxswain Acknowledgment:</u>	
<p>I _____ hereby agree to uphold the standards and responsibilities listed above and will notify my chain of command should I no longer feel suitable for this position.</p> <p>Signature: _____</p>	
XO Signature: _____	Dated: _____

LHQ Cadet Appointment	
Terms of Reference / Statement of Duties	
Position:	Regulating Petty Officer
Short Title:	RPO
Established Rank:	CPO2
Prerequisites:	-Completion of LHQ Phase V Training. -Extensive leadership training and qualities. -Considered a role model to seniors by peers. -Be recommended by Cox'n/Officer Staff.
Responsible to:	Cox'n/XO
Responsible for:	-Implementation of the Commanding Officer's polices under direction of the Cox'n & XO. - <u>All seniors.</u>
Responsible until (date):	
RPO Name:	
<ol style="list-style-type: none"> 1. Arranging the employment and supervision of persons under corrective action, on duty, part of defaulters, or otherwise assigned extra duties. 2. As ensured through the Coy Cdr/DPOs, responsible for cadet attendance at all musters, parades, rounds and inspections conducted by the Commanding Officer and Executive Officer. 3. Conduct regular inspections of all training sections, classes, quarterdeck & POs mess. 4. Assist the Coxswain as required, and assume the duties of Coxswain in their absence. 5. Report expected attendance numbers from DPOs, as well as monthly attendance statistics of senior cadets to the Cox'n. 6. Ensure "New Entry Training Program" is being delivered. 7. Advising the Coxswain on matters affecting training and morale. 8. Report to the XO all outstanding issues. 9. Ensure all cadets use the appropriate Chain of Command. 10. Record/Document positive/negative efforts with Green/Red chits respectively, and coordinate remedial/disciplinary action accordingly through the CoC. 	
<u>RPO Acknowledgment:</u>	
<p>I _____ hereby agree to uphold the standards and responsibilities listed above and will notify my chain of command should I no longer feel suitable for this position.</p> <p>Signature: _____</p>	
XO Signature: _____	Dated: _____

LHQ Cadet Appointment	
Terms of Reference / Statement of Duties	
Position:	Chief of Training
Short Title:	Trg CPO
Established Rank:	CPO2 (Or suitable PO1 to backfill lack of CPO2)
Prerequisites:	-Completion of LHQ Phase V Training. -Extensive knowledge of LHQ training program, QSPs/IGs, instructional technique and scheduling. -Be recommended by Cox'n/Officer Staff.
Responsible to:	TrgO
Responsible for:	-Implementation of the Commanding Officers polices WRT training, and TrgO Training Orders, schedules and plans. - <u>TrgPO, Cadet Instructors.</u>
Responsible until (date):	
Trg CPO Name:	
<ol style="list-style-type: none"> 1. Collecting all necessary training schedules from TrgO. 2. Notifying Cadet Instructors of class assignments. 3. Ensuring Instructors have lesson plans and training aids, and following up with instructors about absences, poorly planned classes, etc. 4. Visiting classes to ensure they follow the corps training plan. 5. Ensure that class attendance is completed and training binders are updated on a regular basis; as well as meet with TrgO frequently to update on progress/problems with training. 6. Occasionally canvas corps to monitor cadet phase allocation accuracy, phase grouping size (A and B groups), cadet instructor abilities, training aid stock (IGs, pens, paper, etc.) 7. If possible, distribute the following week's training schedule at the end of each parade night. When this is not readily available, post the weekly training schedule at <u>least</u> 4 days in advance for seniors to review. 8. Ensure timeliness of ship's routine & training schedule, calling for appropriate pipes & evolutions as necessary. 9. Assess and evaluate instructors as frequently as possible and give feedback and input on methods for improvement. 10. Maintain all binders, folders, files and paperwork WRT training, fast track, and attendances in training cabinets. 	
<u>Trg CPO Acknowledgment:</u>	
<p>I _____ hereby agree to uphold the standards and responsibilities listed above and will notify my chain of command should I no longer feel suitable for this position.</p> <p>Signature: _____</p>	
XO Signature: _____	Dated: _____

LHQ Cadet Appointment	
Terms of Reference / Statement of Duties	
Position:	Chief of Gunnery
Short Title:	N/A
Established Rank:	CPO2 (Or suitable PO1 if backfilling for lack of CPO2)
Prerequisites:	<ul style="list-style-type: none"> -Completion of LHQ Phase V Training. -Above average knowledge of drill, ceremony, leadership and communication. -Confident in deportment, and strong ability to assess performance, and accurately and fairly deliver disciplinary measures. -Be recommended by Cox'n/Gunnery Officer/Officer Staff.
Responsible to:	Cox'n/Gunnery Officer/XO
Responsible for:	<ul style="list-style-type: none"> -Implementation of the Commanding Officer's polices regarding drill, leadership & deportment under direction of the Cox'n & Gunnery Officer. -Overall cadet drill authority for corps.
Responsible until (date):	
Chief of Gunnery Name:	
<ol style="list-style-type: none"> 1. Outline, enforce, and monitor drill standards for the Ship's Company. 2. As ensured through the Coy Cdr/DPOs, responsible for all cadets' drill standards as well as progress WRT improving drill and deportment. 3. Continuously monitor performance of drill and give clear and immediate feedback. 4. Encourage cadets to develop power of command skill, and assist in fostering confidence towards taking command of a division. 5. Maintain notes on significant cadet effort WRT drill, leadership or deportment, as well as cadets that make great improvements for ACR award consideration purposes. 6. Record/Document positive/negative efforts with Green/Red chits respectively, and coordinate remedial/disciplinary action accordingly through the CoC. 7. Communicate with the Gunnery Officer regarding relevant issues. 8. Set up parade square (via duty staff), markers, and position divisions on parade accordingly. 9. Ensure proper use & understanding of <i>CFP-201 Canadian Forces Manual of Drill & Ceremonial & Sea Cadet Manual of Drill & Ceremonial</i> across the Ship's Company. 	
<u>Chief of Gunnery Acknowledgment:</u>	
<p>I _____ hereby agree to uphold the standards and responsibilities listed above and will notify my chain of command should I no longer feel suitable for this position.</p> <p>Signature: _____</p>	
XO Signature: _____	Dated: _____

LHQ Cadet Appointment	
Terms of Reference / Statement of Duties	
Position:	Chief of Standards
Short Title:	N/A
Established Rank:	CPO2 (Or suitable PO1 if backfilling for lack of CPO2)
Prerequisites:	-Completion of LHQ Phase V Training. -Consistently maintain a uniform and deportment that exceeds the standard. -Be recommended by Cox'n/Officer Staff.
Responsible to:	Cox'n/Standards Officer/Gunnery Officer/XO
Responsible for:	-Implementation of the Commanding Officer's policies regarding dress & deportment under direction of the Cox'n & Standards Officer. -Overall standards for corps, especially senior cadets.
Responsible until (date):	
Chief of Standards Name:	
<ol style="list-style-type: none"> 1. Outline, enforce, and monitor uniform standards for the Ship's Company, ensuring CATO 35-01 <i>Sea Cadet Dress Regulations</i> is being understood & followed. 2. As ensured through the Coy Cdr/DPOs, responsible for all cadets' uniform standards as well as progress WRT improving uniforms and deportment. 3. Conduct regular inspections of uniforms throughout the ship, and record/report any severe/repeat cases of failing to meet the standard. 4. Coordinate the Cock of the Walk program (if choosing to use it), and develop and track/record inter-divisional marking system WRT uniform, attendance, deportment, etc. 5. Maintain notes on best dressed cadets, as well as cadets that make great improvements for ACR award consideration purposes. 6. Record/Document positive/negative efforts with Green/Red chits respectively, and coordinate remedial/disciplinary action accordingly through the CoC. 7. Communicate with the SupplyO regarding any special uniform issues. 8. Advise the Coxswain on matters affecting uniform or morale. 9. Duties as assigned by Cox'n/Standards Officer/XO. 	
Chief of Standards Acknowledgment:	
<p>I _____ hereby agree to uphold the standards and responsibilities listed above and will notify my chain of command should I no longer feel suitable for this position.</p> <p>Signature: _____</p>	
XO Signature: _____	Dated: _____

LHQ Cadet Appointment
Terms of Reference / Statement of Duties

Position:	Chief Boatswain's Mate / Buffer
Short Title:	CBM
Established Rank:	CPO2 (Or suitable PO1 if backfilling lack of CPO2)
Prerequisites:	-Completion of LHQ Phase IV Training. -Thorough knowledge of seamanship, usually acquired through seamanship training courses at a CSTC. -Be recommended by Cox'n/TrgO/Officer Staff.
Responsible to:	TrgO
Responsible for:	-Implementation of the Commanding Officers polices under direction of the Training Officer. -Coordinating the Seamanship Training (This position is limited to one Cadet per corps) - <u>Piper, Bell Ringer.</u>
Responsible until (date):	
CBM Name:	

1. Supervising all aspects of Seamanship Training.
2. Supervising the preparation and execution of all Seamanship evolutions.
3. Ensuring that all equipment pertaining to seamanship is available for use and in good condition at all times.
4. Ensuring all Safety precautions are observed by personnel under their direction.
5. Assist the Coxswain as required.
6. Assist the RPO/Corporal of the Gangway with the quarterdeck staff.

CBM Acknowledgment:

I _____ hereby agree to uphold the standards and responsibilities listed above and will notify my chain of command should I no longer feel suitable for this position.

Signature: _____

XO Signature: _____	Dated: _____
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LHQ Cadet Appointment Terms of Reference / Statement of Duties	
Position:	Corporal of the Gangway
Short Title:	N/A
Established Rank:	PO1 (or suitable PO2 if backfilling for lack of PO1)
Prerequisites:	-Completion of LHQ Phase IV Training. -Good understanding of the colours/sunset procedure. -Be recommended by Cox'n/Officer Staff.
Responsible to:	RPO/Cox'n/XO
Responsible for:	-Implementation of the Commanding Officer's polices under direction of the XO & RPO to the Brow & Quarterdeck. - <u>Bell Ringer, Flag Party, Messenger.</u>
Responsible until (date):	
Corporal of the Gangway Name:	
<ol style="list-style-type: none"> 1. Stand duty in the immediate vicinity of the gangway at all times. 2. They shall exercise their duties through the RPO but should not hesitate to report directly to the OOD when necessary. 3. To identify all unfamiliar personnel coming on board and leaving the LHQ. 4. Ensuring that no unauthorized material is taken ashore. 5. Coordinate set up of gangway accoutrements (flags, podium, halyards, bell, etc.). 6. In charge of the Canada Flag and Ships Bell during Colors and Sunset. 7. Responsible for the conduct and procedures followed by the quarterdeck personnel, as well as ensuring phase 2 cadets rotate through aforementioned quarterdeck positions. 	
<u>Corporal of the Gangway Acknowledgment:</u>	
<p>I _____ hereby agree to uphold the standards and responsibilities listed above and will notify my chain of command should I no longer feel suitable for this position.</p> <p>Signature: _____</p>	
XO Signature: _____	Dated: _____

LHQ Cadet Appointment
Terms of Reference / Statement of Duties

Position:	Company Commander
Short Title:	Coy Cdr
Established Rank:	PO1 (or suitable PO2 if backfilling for lack of PO1)
Prerequisites:	-Completion of LHQ Phase IV Training -Good understanding of the Rank structure within the Cadet movement. -Be recommended by Cox'n/Officer Staff
Responsible to:	RPO/Cox'n/Training Department/XO
Responsible for:	-Implementation of the Commanding Officers polices under direction of the Training Dept & Cox'n to the Division. -Care, Control and Safety of all cadets in the Division. -Ensuring divisional cadets are informed & participating. - <u>DPOs, 2ICs.</u>
Responsible until (date):	
Coy Cdr Name:	

1. The Coy Cdr acts as a liaison between the RPO and the divisions within their Coy.
2. Know the general plan for the corps and the specific plan for divisional activities.
3. Enforce strict expectations for DPOs WRT deportment, drill, leadership, etc.
4. Maintain an above average attendance, standard of dress and deportment in order to set an example for all cadets.
5. Provide company level guidance in drill, uniform, deportment, and attitude to all cadets.
6. Encourage DPOs to be attentive to their cadets, assist them in their needs, and fulfill their duties as outlined.
7. Report expected attendance from DPOs to the RPO on a weekly basis, and follow up with DPOs who fail to report numbers, issues, etc.
8. Report to the RPO/Cox'n on matters affecting morale.
9. Secondary duties as assigned by RPO/Cox'n/Training Department.

Coy Cdr acknowledgment:

I _____ hereby agree to uphold the standards and responsibilities listed above and will notify my chain of command should I no longer feel suitable for this position.

Signature: _____

XO Signature: _____	Dated: _____
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LHQ Cadet Appointment
Terms of Reference / Statement of Duties

Position:	Deck Gunner
Short Title:	N/A
Established Rank:	PO2 (Or Suitable MS is backfilling for lack of PO2)
Prerequisites:	-Completion of LHQ Phase III Training. -Above average knowledge of drill, ceremony, leadership and communication. -Confident in deportment, and strong ability to assess performance, and accurately and fairly deliver disciplinary measures. -Be recommended by Cox'n/Gunnery Officer/Officer Staff.
Responsible to:	Cox'n/Gunnery Officer/XO
Responsible for:	-Implementation of the Commanding Officer's policies regarding drill, leadership & deportment under direction of the Cox'n & Gunnery Officer.
Responsible until (date):	
Deck Gunner Name:	

1. Outline, enforce, and monitor drill standards for the Ship's Company.
2. As ensured through the Coy Cdr/DPOs, responsible for all cadets' drill standards as well as progress WRT improving drill and deportment.
3. Continuously monitor performance of drill and give clear and immediate corrections.
4. Encourage cadets to develop power of command skill, and assist in fostering confidence towards taking command of a division.
5. Maintain notes on significant cadet effort WRT drill, leadership or deportment, as well as cadets that make great improvements for ACR award consideration purposes.
6. Record/Document positive/negative efforts with Green/Red chits respectively, and coordinate remedial/disciplinary action accordingly through the CoC.
7. Communicate with the Gunnery Officer regarding relevant issues.
8. Set up parade square (via duty staff), markers, and position divisions on parade accordingly.
9. Ensure proper use & understanding of *CFP-201 Canadian Forces Manual of Drill & Ceremonial* & *Sea Cadet Manual of Drill & Ceremonial* across the Ship's Company.

Deck Gunner Acknowledgment:

I _____ hereby agree to uphold the standards and responsibilities listed above and will notify my chain of command should I no longer feel suitable for this position.

Signature: _____

XO Signature: _____	Dated: _____
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LHQ Cadet Appointment
Terms of Reference / Statement of Duties

Position:	Guard Commander
Short Title:	N/A
Established Rank:	PO2-PO1 (Or suitable MS if backfilling for lack of PO2)
Prerequisites:	-Completion of LHQ Phase III Training. -Consistently maintain a uniform and deportment that exceeds the standard. -Be recommended by Cox'n/Officer Staff.
Responsible to:	Cox'n/Standards Officer/Gunnery Officer/XO
Responsible for:	-Implementation of the Commanding Officer's honour guard under direction of the Gunnery Officer. -Assisting in selecting cadets for the CO's Guard. -Cadets assigned to guard.
Responsible until (date):	
Guard Commander's Name:	

1. Outline, enforce, and monitor uniform standards for The Guard, ensuring CATO 35-01 *Sea Cadet Dress Regulations* is being understood & followed.
2. Responsible for all cadets' uniform standards as well as progress WRT improving uniforms and deportment.
3. Conduct regular inspections of uniforms on The Guard, and record/report any severe/repeat cases of failing to meet the standard.
4. Maintain notes on best dressed cadets, as well as cadets that make great improvements for ACR award consideration purposes.
5. Record/Document positive/negative efforts with Green/Red chits respectively, and coordinate remedial/disciplinary action accordingly through the CoC.
6. Communicate with the GunsO regarding any issues.
7. Advise the Coxswain on matters affecting uniform or morale.
8. Duties as assigned by Cox'n/GunsO/CO.

Guard Commander's Acknowledgment:

I _____ hereby agree to uphold the standards and responsibilities listed above and will notify my chain of command should I no longer feel suitable for this position.

Signature: _____

XO Signature: _____	Dated: _____
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LHQ Cadet Appointment Terms of Reference / Statement of Duties	
Position:	Divisional Petty Officer
Short Title:	DPO
Established Rank:	PO2 (or suitable MS if backfilling for lack of PO2)
Prerequisites:	-Completion of LHQ Phase III Training -Good understanding of the Rank structure within the Cadet movement. -Be recommended by Cox'n/Officer Staff
Responsible to:	Coy Cdr/RPO/Cox'n/Training Department/XO
Responsible for:	-Implementation of the Commanding Officers polices under direction of the Training Dept & Cox'n to the Division. -Care, Control and Safety of all cadets in the Division. -Ensuring divisional cadets are informed & participating. - <u>2ICs, Divisional Cadets</u>
Responsible until (date):	
Division Name & DPO Name:	
<ol style="list-style-type: none"> 1. The DPO is both a confident and special advisor to the Coy Cdr/RPO/Cox'n/Officers in matters concerning cadets in the Division. 2. The DPO should be fully capable of leading the division during the regular training night. 3. Know the general plan for the corps and the specific plan for divisional activities. 4. Maintain an above average attendance, standard of dress and deportment in order to set an example for your cadets. 5. Provide divisional level and phase appropriate guidance in drill, uniform, deportment, and attitude to all cadets. 6. Encourage the cadets of the division to attend regularly and motivate them to strive in all their efforts and activities through teamwork. 7. Perform routine informative tasks including calling cadets for parades and special activities on a weekly basis, and reporting expected attendance to RPO through CoC. 8. Report to the RPO/Cox'n on matters affecting morale. 9. Secondary duties as assigned by Coy Cdr/RPO/Cox'n/Training Department. 	
<u>DPO acknowledgment:</u>	
<p>I _____ hereby agree to uphold the standards and responsibilities listed above and will notify my chain of command should I no longer feel suitable for this position.</p> <p>Signature: _____</p>	
XO Signature: _____	Dated: _____

LHQ Cadet Appointment	
Terms of Reference / Statement of Duties	
Position:	Assistant Divisional Petty Officer (2 nd in command)
Short Title:	2IC
Established Rank:	MS - PO2 (or suitable LS if backfilling for lack of PO2)
Prerequisites:	-Enrolled in or Completion of LHQ Phase III Training -Good understanding of the Rank structure within the Cadet movement. -Be recommended by RPO/Cox'n/Officer Staff
Responsible to:	DPO/Coy Cdr/RPO
Responsible for:	-Implementation of the Commanding Officers polices under direction of the Training Dept & Cox'n to the Division. -Care, Control and Safety of all cadets in the Division. -Ensuring divisional cadets are informed & participating. - <u>Divisional Cadets.</u>
Responsible until (date):	
Division Name & 2IC Name:	
<ol style="list-style-type: none"> 1. Assist the Divisional Petty Officer as required. 2. The 2IC should be fully capable of leading the division during the absence of the Divisional Petty Officer. 3. Knowing the general plan for the corps and the specific plan for divisional activities. 4. Maintaining an above average attendance, standard of dress and deportment in order to set an example for his/her cadets. 5. Providing divisional level drill, especially when the DPO's back is to the division, & assisting the DPO in supervising of the cadet's behaviour and training. 6. Encourage the cadets of the division to attend regularly and motivate them to strive in all their efforts and activities through teamwork. 7. Assist the DPO in calling cadets for parade and special activities as directed. 8. Report to the DPO and Divisional Officer on matters affecting morale. 	
<u>2IC acknowledgment:</u>	
I _____ hereby agree to uphold the standards and responsibilities listed above and will notify my chain of command should I no longer feel suitable for this position.	
Signature: _____	
XO Signature: _____	Dated: _____

LHQ Cadet Appointment Terms of Reference / Statement of Duties	
Position:	Training PO
Short Title:	TrgPO
Established Rank:	PO1
Prerequisites:	-Completion of LHQ Phase IV Training. -Extensive knowledge of LHQ training program, QSPs/IGs, instructional technique and scheduling. -Be recommended by Cox'n/Officer Staff.
Responsible to:	TrgCPO, TrgO
Responsible for:	-Implementation of the Commanding Officers polices WRT training, and TrgO Training Orders, schedules and plans.
Responsible until (date):	
TrgPO Name:	
<ol style="list-style-type: none"> 1. Distributing all necessary training schedules from TrgCPO/TrgO. 2. Assisting cadet instructors find appropriate IGs, Annexes, training aids, etc. 3. Ensuring Instructors have lesson plans and training aids. 4. Ensure that class attendance is completed and binders updated on a regular basis. 5. Determine photocopying needs of instructors prior to classes and submit to Ship's Writer, or carry out photocopying under appropriate authority. 6. Maintain all binders, folders, files and paperwork with regards to training, fast track, and attendances in appropriate training cabinets. 7. Assisting the TrgCPO in fulfilling his/her duties. 	
<u>TrgPO Acknowledgment:</u> I _____ hereby agree to uphold the standards and responsibilities listed above and will notify my chain of command should I no longer feel suitable for this position. Signature: _____	
XO Signature: _____	Dated: _____

LHQ Cadet Appointment Terms of Reference / Statement of Duties	
Position:	Supply PO
Short Title:	N/A
Established Rank:	PO1
Prerequisites:	-Completion of LHQ Phase IV Training. -Thorough knowledge of cadet uniform, parts & badges. -Be recommended by SupO/Officer Staff.
Responsible to:	SupO
Responsible for:	-Implementation of the Commanding Officers polices under direction of the Supply Officer.
Responsible until (date):	
Supply PO Name:	
<ol style="list-style-type: none"> 1. Assist in the control and maintenance of the stores files and records. 2. Assist in sizing and fitting out of cadets, return of kit and exchanges. 3. Assist in keeping track of new cadets and their timeline for being kitted. 4. To report any shortage of kit and equipment that may affect the corps training. 5. Have a time schedule posted for opening and closing of supply and special issue instructions. Ensure cadets only approach SupO WRT uniforms during posted times. 6. To ensure the supply office is clean and tidy at secure. 7. Ensuring that all kit and equipment is signed for and returned after cadets are SOS. 	
<u>Supply PO Acknowledgment:</u> I _____ hereby agree to uphold the standards and responsibilities listed above and will notify my chain of command should I no longer feel suitable for this position. Signature: _____	
XO Signature: _____	Dated: _____

LHQ Cadet Appointment Terms of Reference / Statement of Duties	
Position:	Ship's Writer
Short Title:	N/A
Established Rank:	PO1
Prerequisites:	-Completion of LHQ Phase IV Training. -Administrative knowledge (WRT cadet program), organizational skills, attention to detail. -Be recommended by AdminO/Officer Staff.
Responsible to:	AdminO
Responsible for:	-Implementation of the Commanding Officers polices WRT training, and TrgO Training Orders, schedules and plans.
Responsible until (date):	
Ship's Writer Name:	
1. Assist in the control and maintenance of the ships files (photocopying and filing). 2. Assist in the updating of Cadet Files, recording attendance and completing necessary nominal paperwork as assigned by AdminO. 3. Assisting in new entry process, and guiding parents through the enrollment process. 4. Maintain and notify AdminO about ship stationary supplies. 5. Insure ships office is set up & clean and tidy at Liberty Boat. 6. Assist AdminO in assigning new cadets to divisions based on average size on parade. 7. Duties as assigned by AdminO.	
<u>Ship's Writer Acknowledgment:</u> I _____ hereby agree to uphold the standards and responsibilities listed above and will notify my chain of command should I no longer feel suitable for this position. Signature: _____	
XO Signature: _____	Dated: _____

LHQ Cadet Appointment
Terms of Reference / Statement of Duties

Position:	Public Affairs PO
Short Title:	PAF PO
Established Rank:	PO1-CPO2
Prerequisites:	-Good professional abilities WRT writing, posting, and composing media. -Working knowledge of cameras, social media, and public relations.
Responsible to:	Asst. TrgO
Responsible for:	-Implementation of cadet social media accounts to raise public interest and knowledge. -Maintaining a mature, professional and military-like presence online, in print, and in person.
Responsible until (date):	
Public Affairs PO Name:	

1. Responsible for ensuring pictures/video is taken at all significant cadet activities/events.
2. Create, maintain and monitor all appropriate, relevant and useful social media accounts for the unit.
3. Post relevant pictures/videos to corps accounts/sites as expeditiously as possible after an event.
4. Make effort to raise public awareness of the unit and increase general presence in the community.
5. Lead all Navy League fundraising campaigns from a cadet-management point of view.

Public Affairs PO Acknowledgment:

I _____ hereby agree to uphold the standards and responsibilities listed above and will notify my chain of command should I no longer feel suitable for this position.

Signature: _____

XO Signature: _____	Dated: _____
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