



## GENERAL

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ROYAL CANADIAN SEA CADET CORPS

**ILLUSTRIOUS**

# JOINING INSTRUCTIONS



## GENERAL

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### Preface

This guide is intended to jump-start your time as a Sea Cadet, by offering you basic information on how the Royal Canadian Sea Cadets in general, and ILLUSTRIOUS in particular, operate, and on what you are expected to do as a New Entry. The writers of this guide have all stood in your place: while the information here represents only a narrow slice of what Sea Cadets do, it covers those areas where a new cadet might otherwise stumble.

### Section One: Welcome Aboard

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Commanding Officer's Message

### Section Two: General

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Basic information on the program, regulations, training opportunities, promotions, disciplinary measures, and notes for parents, as well as the schedule for Monday nights.

### Section Three: Corps Website

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Overview of our corps website, [www.rcscillustrious.com](http://www.rcscillustrious.com)

### Section Four: Uniform

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Basic information on uniform, appearance, and hair standards; the parts of uniform you will be issued; and orders of dress (established variations on the uniform for various occasions).

### Section Five: Hair diagrams

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Acceptable cadet hair styles illustrated.

### Section Six: Drill Primer

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Sea Cadets use drill on a regular basis; here's the most common movements to get you started.

### Section Seven: Summer Training

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Thumbnail outlines of opportunities available for free over the summer.

### Section Eight: Glossary

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Basic terminology and definitions.

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7 SEPT 2022

COMMANDING OFFICER'S MESSAGE

New Entries, on behalf of the officers and cadets of ILLUSTRIOUS, I would like to welcome you to the Royal Canadian Sea Cadets and our Illustrious family. You will make lifelong friends and have experiences that you will remember forever.

We hope to offer you great challenges and even greater rewards over the corps' training year. In your first year with the corps, you will be introduced to a multitude of skills: drill, leadership, teamwork, sailing, uniform care, physical fitness, marksmanship, naval knowledge, seamanship, ropework, band, orienteering, biathlon and so much more.

The staff and senior cadets look forward to helping you learn these new skills and meeting the challenges we offer. We encourage you, as a member of this corps, to step out of your comfort zone, try something new and try your best. Please, if you need help or have a question – ask. Your communication is particularly important!

Parents, we ask for your assistance and support during the training year. Our Navy League branch welcomes all parents willing to volunteer and assist with fundraising, driving, cooking, and various other activities benefitting the corps.

Sincerely,

Tracey Anastacio, CD  
Lieutenant-Commander  
Commanding Officer  
RCSCC ILLUSTRIOUS  
Tracey.anastacio@cadets.gc.ca



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FOR YOUR INFORMATION...

### GENERAL

#### Introduction

The Royal Canadian Sea Cadets (RCSC) is a national co-educational youth organization sponsored by the Canadian Armed Forces (CAF) and the civilian Navy League of Canada (NL). Nationally, ten thousand young men and women aged twelve to eighteen take part in training at more than three hundred local corps during the school year. Cadets leave the program on their nineteenth birthday. Sea Cadets are not members of the CAF, but membership requires the cadet to agree to a similarly high standard of personal dress and deportment, and to regular attendance.

#### Activities

The aim of the RCSC is to develop in youth the attributes of good citizenship and leadership, to promote physical fitness, and to stimulate an interest in Canada's maritime activities, and in the Royal Canadian Navy. The program is not a recruiting service for the CAF; former cadets who choose to make the military their career do particularly well, as do the majority of cadets, who choose some other field. Some cadets maintain a military connection, joining the CAF's Cadet Instructors Cadre (CIC) and returning that which they have been afforded.

#### Supervision

Officers of the CIC administer the program, and train and supervise cadets. The CAF provides these officers training specific to their role as youth leaders. Many are former cadets; others, former members of the Regular Force or the Primary Reserve, or interested parents. Current Regular and Reserve Force personnel, as well as civilian instructors and senior cadets, assist them in delivering training and supervising cadets. Adults working with the cadet program are subject to a stringent selection process, including in-depth interviews, enhanced reliability, Vulnerable Sector Screening, and criminal records checks, to ensure their suitability to work with cadets.

#### Training

From September to June, ILLUSTRIOUS cadets train at weekly parade nights, and on weekend exercises. Training highlights include seamanship, leadership, sports and fitness, sailing, drill, and air rifle use and safety. In July and August, ILLUSTRIOUS cadets have an opportunity to take a wide range of courses at summer training facilities located across Canada, and, as senior cadets, to serve as paid staff at those facilities. Summer training offers additional, in-depth instruction in subjects introduced at the home corps. Most ILLUSTRIOUS cadets conduct their summer training at HMCS ONTARIO, located on the campus of the Royal Military College of Canada, in Kingston, Ontario. Cadets are selected for summer training based on their performance and attendance over the course of the training year, meeting course-specific pre-requisites, and the availability of spots on a given course.



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### Exchanges and Deployments

In addition to summer training within Canada, selected senior cadets have the opportunity to participate in exchanges each summer. Currently, the RCSC conducts exchanges with the United Kingdom, the Netherlands, Germany, Sweden, Denmark, Russia, Japan, South Korea, Australia, New Zealand, and the United States. Senior cadets also have the opportunity to take part in deployments on Canadian Navy and Coast Guard ships, depending on operational commitments.

### ATTENDANCE & PROMOTION

Attendance and corps strength (strength = how many members in the unit) determine unit funding, number of activities offered, number of officers on staff, and breadth of training available at the corps. It is expected that cadets will attend Monday parade nights, Remembrance Day activities and the Battle of the Atlantic (first Sunday in May) parades, and the Annual Ceremonial Review (late May or early June).

Those cadets who wish to be promoted must first complete all applicable mandatory training objectives, including weekend exercises. Cadets unable to attend mandatory events may request leave for medical, school, work, or family reasons by contacting their Divisional Petty Officer (senior cadet in charge of their group) or by submitting a request via our website, as soon as the need for a leave of absence arises.

### REGULATIONS IN BRIEF

#### Discipline

Queen's Regulations and Orders (Cadets) (QR(Cdts)) 5.40 states that "Every cadet instructor, civilian instructor, and cadet shall become acquainted with, and obey, all regulations, orders and instructions necessary for the performance of his or her duties, and conform to the established customs of the cadet organization with which he or she is associated. A cadet shall not be permitted to participate in any cadet training activities unless he or she conforms to regulations, orders, and instructions issued by competent authorities."

#### Parent/guardian involvement in disciplinary proceedings

In certain situations, the parent or guardian of a cadet will need to be involved in the disciplinary process. The following guidelines are used: for a cadet under sixteen, it is the responsibility of the Commanding Officer to ensure that a parent or guardian is present for all discussions which involve disciplinary matters of a serious nature; for a cadet aged sixteen or over, the responsibility to inform the parent or guardian about the disciplinary concern lies with the cadet; however, the cadet must still be given the opportunity to have a parent or guardian present for disciplinary matters of a serious nature.

#### Measures in response to misbehaviour

If, based on information gathered, it is determined that the cadet breached regulations, orders, or instructions, whether written or verbal, the following actions may be considered, in increasing order of severity: assignment of extra duties or training; suspension of privileges; a verbal or written apology; a verbal



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or written warning, recorded in the cadet's file; temporary dismissal from training; a change in or removal from an appointment; suspension of pending promotion; reduction in rank; suspension or termination of membership.

### Conduct and behaviour

All personnel shall conduct themselves in a manner as to bring credit to our corps and the cadet organization. Chewing gum, hands in pockets and general misbehaviour or horseplay will not be tolerated. All equipment, uniforms, and clothing are to be treated with due care.

### Illegal drugs

Any involvement by cadets with illegal drugs, prohibited substances, or drug related paraphernalia during cadet events will not be tolerated.

### Alcohol

Regardless of provincial legislation, cadets are prohibited from purchasing, consuming, possessing, or being under the influence of alcohol while engaged in cadet activities. Any cadet in contravention of this policy will be both immediately removed from the activity, and subject to disciplinary action.

### Tobacco & Cannabis

Cadets shall not use tobacco or cannabis products while engaged in (or prior to) cadet activities.

## THE DIVISIONAL SYSTEM

### Introduction

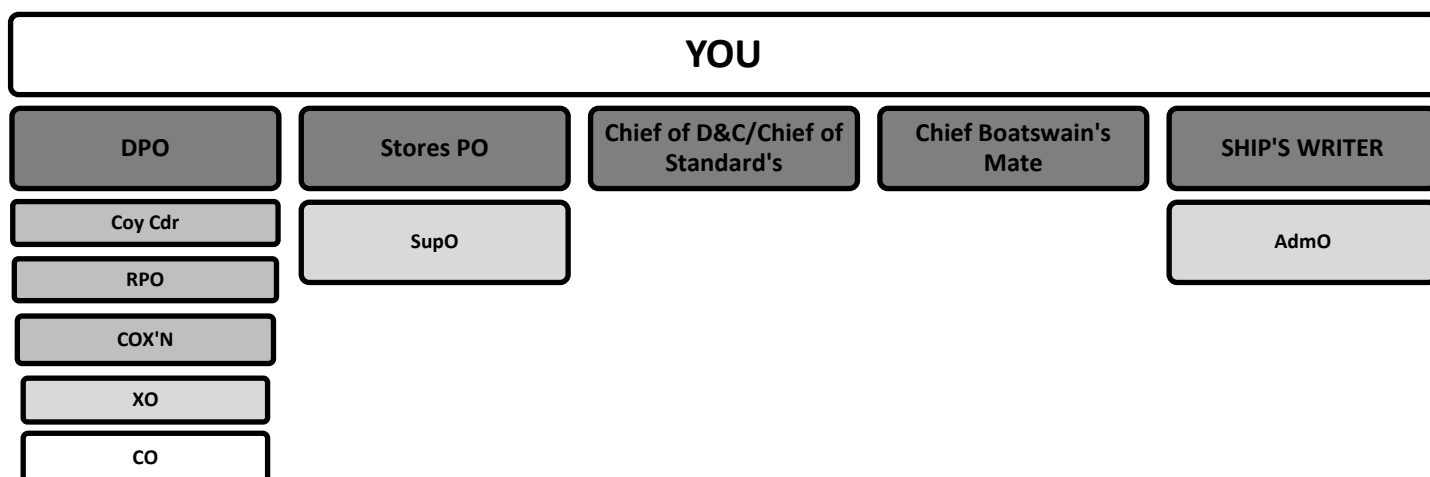
The divisional system is the Navy's (and thus the Sea Cadets') way of organizing members of a unit, and providing for effective communication, and management of discipline on one hand and junior personnel's welfare and concerns on the other. As a New Entry, you will fall under the care of your assigned Divisional Petty Officer (DPO). The DPO answers to both the Company Commander (Coy Cdr; senior cadet in charge of 2 divisions), and to the Regulating Petty Officer (RPO), who supervises all 4 divisions, and is your conduit to the Coxswain (Pronounced *cox'n* – is the most senior cadet in the corps), followed by the Executive Officer (XO), and the Commanding Officer (CO), should you need to contact them. All but the most urgent of issues will proceed up this chain (DPO, RPO, Cox'n, XO, CO) one step at a time. For most concerns & questions, you should never contact the CO, XO, or Cox'n directly. For all training matters, your point of contact is your DPO. This chain is called the **Chain of Command** (CoC), and it is expected that all cadets learn to follow the CoC. Your DPO will make an effort to contact you each week by a pre-determined method (phone, e-mail, social media, etc, in order to keep you up to date on upcoming events & training. It is important that parents & cadets make themselves available to be contacted and expect to receive such calls. *Parents/guardians should expect to hear certain terminology coming from the older cadets or officers making the calls, such as introducing themselves by rank or position. Please do not hang up or become intimidated by hearing "this is Chief Petty Officer Smith looking for Cadet Singh"!!*



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### Exceptions to the divisional system

The Administration Dept. (personal records, training applications, and related matters) may be accessed directly by junior cadets (though you may wish to consult with your DPO before contacting either). Please bring any administrative questions to the Ship's Writer (senior cadet assigned to work in administration) before involving the Administration Officer (AdmO). Finally, you may contact the Chief of Drill & Ceremonial (specialist in drill, dress, and deportment) and/or the Chief Boatswain's Mate (pronounced bos'n) (specialist in seamanship) directly if you have questions relating to their specialities. Below is a sample chain of command, from your point of view as a newer cadet. The dark grey boxes represent the people you should go to first.



### NIGHTLY ROUTINE

TIME	EVENT	NOTES FOR NEW ENTRIES
1830	Doors open	Do not get dropped off before 1830hrs! The doors will be locked.
1830 - 1855	Fall-in & divisional inspections	Cadets gather on the deck. DPOs inspect/review divisional cadets.
1900	Colours	Ceremony to start the evening; Divisions are mustered and the flag is raised.
1900 - 1930	First Period	Classes in various subjects.
1930 - 2000	Second Period	Classes in various subjects.
2000 - 2015	Stand Easy	Short break; refreshments from canteen may be available for purchase.
2015 - 2045	Third Period	Classes in various subjects.
2045 - 2100	Muster for Sunset	Cadets to put away gear from training, then gather on the deck.
2100 - 2115	Sunset	Ceremony to end the evening; the flag is lowered, announcements made
2115 - 2130	Liberty Boat	End of the formal routine; most cadets are free to go, though the duty division may need to remain behind for a few minutes to clean and move gear. Doors close at 2130.



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### NOTES OF INTEREST TO PARENTS

#### Transportation

While we are able to provide transportation for some activities, you will be asked to transport your cadet to various events. As many cadets live in the same area, carpooling may be available by networking with other cadets and parents at the corps.

#### Navy League of Canada

If you want to get involved in fundraising or other behind-the-scenes support activities, or are aware of a source of funds, please get in touch with the Brampton Branch of the Navy League of Canada, by contacting our Navy League Branch President Roxanne Trotman at . The Navy League fundraises to support training beyond what is supported by the Department of National Defence, to provide facilities for the corps, and to pay for liability insurance. More info about our Navy League can be found on our website (detailed in Section 3 of this document).



*'Navy League of Canada' crest.*

#### Resources and working with cadets

If you become aware of any resources that might be of use to the corps, whether a facility, equipment, or a training provider, please get in touch with the Commanding Officer. The same applies if you are just interested in working with cadets, or have some skill-set or experience you think would be of use to the corps.

#### Training sites

ILLUSTRIOUS conducts our Parade Nights (Mondays) and most team practices at the Brampton Armoury (12 Chapel St). Occasionally and in some cases weekly, we will conduct training at some other local venue, such as Drill team practice a local Public School or a swim team practice at Mayfield pool for example.

#### Communications

ILLUSTRIOUS issues Monthly "Routine Orders" (ROs) giving a calendar of events, training locations and timings, and other routine information. ROs are posted on the corkboard beside the Officer's Mess at the far side of the deck from the front door. ILLUSTRIOUS maintains a *private* Facebook group at <https://www.facebook.com/groups/139illustrious/> where you will find announcements from staff, photos of past events, and other information. It is HIGHLY recommended that cadets & parents join this Facebook group by sending a join request. ILLUSTRIOUS also maintains a *public* Facebook *page* (not to be confused with our private group), found at <https://www.facebook.com/139Sea> where you will also find photos, and an "Instagram" account that can be followed using the handle "@illustrious\_139" for photos as well.

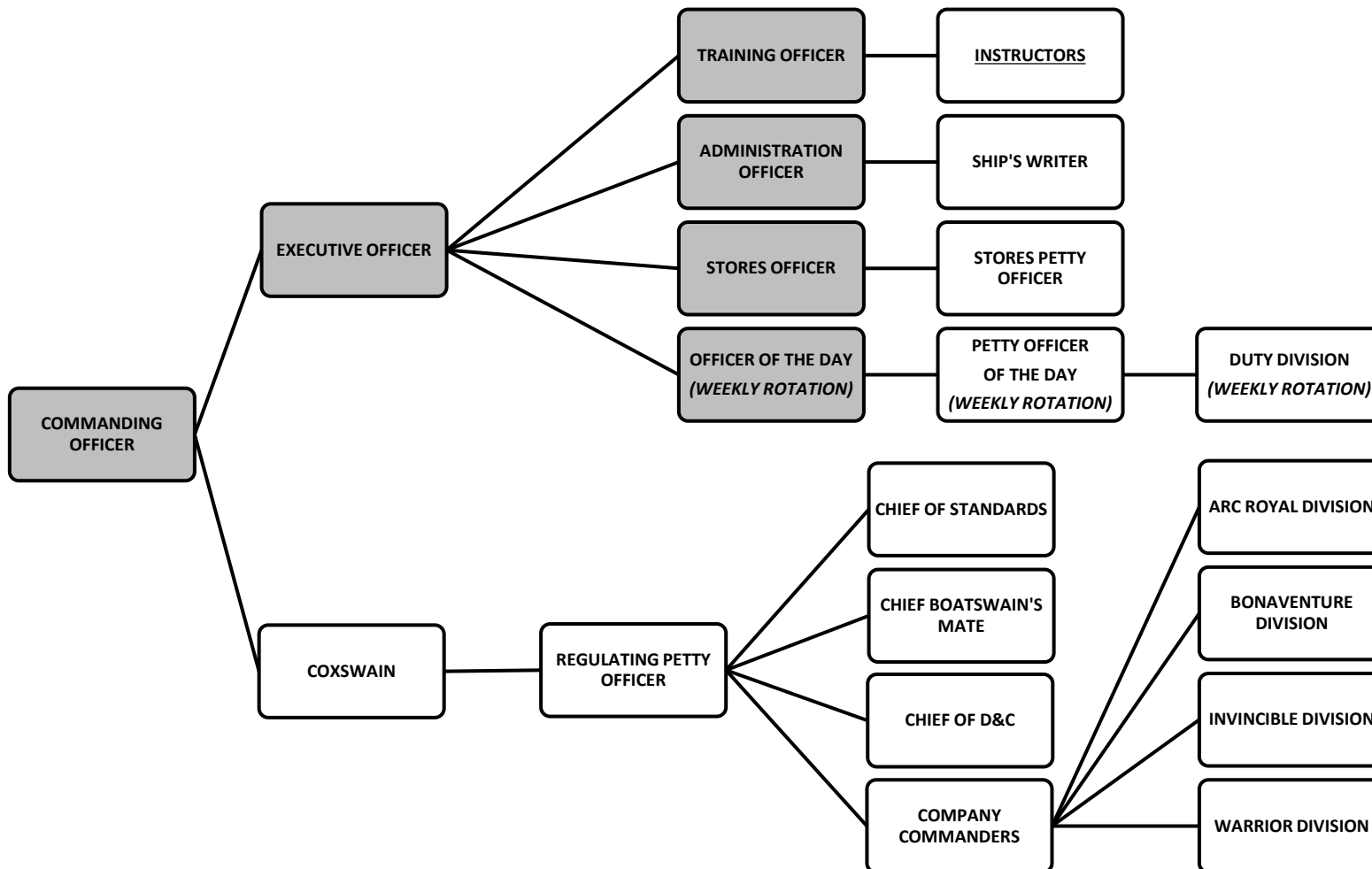


**GENERAL****CORPS STAFF & ORGANIZATION**

You will be assigned to one of our 4 divisions when you join, and will be dealing with the Stores POs & Officer to receive your uniform, and the Administration Officer to complete the application process, during your first few weeks with ILLUSTRIOUS.

Gray shaded boxes represent positions filled by CIC Officers (Adult staff; members of the CAF).

White boxes represent positions filled by Cadets.



**GENERAL****RANKS & FORMS OF ADDRESS**

Those ranks often seen at our home corps are shown in **bold**.

**Cadets**

Lowest —————> Highest

<i>No insignia.</i>							
Ordinary Cadet (OC)	Able Cadet (AC)	Leading Cadet (LC)	Master Cadet (MC)	Petty Officer 2 <sup>nd</sup> Class (PO2)	Petty Officer 1 <sup>st</sup> Class (PO1)	Chief Petty Officer 2 <sup>nd</sup> Class (CPO2)	Chief Petty Officer 1 <sup>st</sup> Class (CPO1)
"Cadet," "Ordinary Cadet (last name)," or last name.	"Cadet," "Able Cadet (last name)," or last name.	"Cadet," "Leading Cadet (last name)," or last name.	"Cadet," "Master Cadet (last name)," or last name.	"PO," "Petty Officer (last name)."	"PO," "Petty Officer (last name)."	"Chief," "Chief (last name)."	"Chief," "Chief (last name)."

**Royal Canadian Navy (RCN) Officers**

Naval Cadet (NCdt)	Acting Sub-Lieutenant (A/SLt)	Sub-Lieutenant (SLt)	Lieutenant (N) (Lt(N))	Lieutenant-Commander (LCdr)	Commander (Cdr)
"Sir/Ma'am," "Naval Cadet (last name)."	"Sir/Ma'am," "Sub-Lieutenant (last name)."	"Sir/Ma'am," "Sub-Lieutenant (last name)."	"Sir/Ma'am," "Lieutenant (last name)."	"Sir/Ma'am," "Lieutenant Commander (last name)."	"Sir/Ma'am," "Commander (last name)."
Captain (N) (Capt(N))	Commodore (Cmdr)	Rear Admiral (RAdm)	Vice Admiral (VAdm)	Admiral (Adm)	Governor General
"Sir/Ma'am," "Captain (last name)."	"Sir/Ma'am," "Commodore (last name)."	"Sir/Ma'am," "Admiral (last name)."	"Sir/Ma'am," "Admiral (last name)."	"Sir/Ma'am," "Admiral (last name)."	"Your Excellency."

*Do not worry if all these ranks seem confusing and hard to remember, you will be taught Naval ranks as part of your training. This is here to give you a head start and introduce you to the various ranks.*



## CORPS WEBSITE

### CORPS WEBSITE

#### General Information

RCSCC ILLUSTRIOUS maintains a very important resource online: our corps website, found at [www.rcscillustrious.com](http://www.rcscillustrious.com).

*(look at your cap tally if you forget the website address, it is the same as what's on it!)*

The corps staff use this website to communicate to the ship's company in addition to our Facebook group posts.

Below is a brief overview of some of the tools cadets will be expected to make use of to reduce administrative burdens on the unit staff:

On the homepage of the site, you will find the “*Upcoming Activities*” board on the left, which is updated directly from our online google calendar. This is an easy way to find out the dress for each parade night, as it is listed right in the event title, as seen in this screenshot example under *Sept 12 – First Trg Night – Dress STU*.

Below the *upcoming activities* panel are our *public* Facebook page feed (not our private group where announcements are made) and our *Remind* feed.



Across the top of the site you will find the menu which will lead you to the various pages including *About Us*, *Calendar*, & *Resources*.

NOTE: A number of important areas are found under the *Resources* drop down, detailed on the next page.



### Attendance / Sign-Up

The Attendance / Sign-Up page will be a valuable tool for cadets to request an absence or sign up for an activity.

Cadets must understand the difference between being “absent” for a mandatory event vs. being “absent, excused” from a mandatory event.

We expect cadets to take the initiative and responsibility to inform us if they are going to have to miss an event. This can now be done by filling out the form on the left hand side of this webpage, which will notify our staff of the request to be excused. Failing to notify us of an absence will go against your attendance percentage, which affects your promotions and summer training possibilities.

The right side of this webpage is for signing up for an event. Various activities throughout the year require advance notice of expected participation (away weekends, etc.). Cadets will be able to use this form to indicate their interest in participating in an event should they be absent on the day the sign up is conducted in person at the unit.

NOTE: It is imperative that if a cadet signs up for something that they later find they can not attend, they contact their DPO to inform of the change.

**Failure to do this will result in a yellow chit.**

### Attendance / Sign-Up

Home / Resources / Attendance / Sign-Up

If you would like to be excused from a training activity or event, please fill out the form below.

Cadet Rank \*

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Cadet's Full Name \*

Lastname, Firstname

Contact Phone Number \*

(XXX) XXX-XXXX

Your Email

Type of Absence \*

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Detailed Explanation \*

Please explain in detail the reason for the absence and specify the date/dates the cadet will not be attending.

To sign-up for an upcoming activity, please fill out the form below.

Note: You can only sign up for one activity at a time. Fill out the form again for each subsequent activity you wish to sign up for.

Cadet Rank \*

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Cadet's Full Name \*

Lastname, Firstname

Contact Telephone Number \*

(XXX) XXX-XXXX

Meal Choice (If meal being provided)

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Activity \* (Only current/upcoming activities listed)

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Allergies/Concerns \*

List any food allergies or relevant medical concerns

Send



## Uniform & Stores

The Uniform & Stores page will be a valuable tool for cadets to request a new uniform part or access dress documents.

Cadets can use the *Supply Request Form* to order a new part should they need it.

Uniform items are provided to cadets free of charge, but they are of monetary value to our unit, and should be treated as such. Cadets are entrusted with the responsibility to keep their uniform pieces accounted for and in good repair. Losing a uniform part is not acceptable. Replacements for pieces that no longer fit is expected and acceptable, as long as the ill-fitting piece is returned to the Stores Officer.

The right side of this has links to the Dress Regulations document, as well as how to take measurements to allow for cadets to bypass the step of coming in to get measured.

### Uniform & Stores

Home / Resources / Uniform & Stores

#### Supply Request Form

Fill out the form below to submit a request for uniform parts to the Stores Officer.

\*If requesting a replacement part due to incorrect sizing, please refer to the "How To Take Measurements" document to the right, and then include your accurate measurements in the *Detailed Explanation* area at the bottom of this form. Do NOT take your own measurements; have someone help you!

Cadet Rank \*

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Cadet's Full Name \*

Last Name, First Name

Your Email \*

Uniform Part Required \*

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Preferred Day to Meet/Pick Up

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Detailed Explanation \*

Please explain in detail the reason for your request, and any specific information you can give, such as size or which badge you need. Sizes for clothing are 4-digit numbers found on the tag, such as 6740.

#### Files & Forms

[CATO-35-01 – Sea Cadet Dress Regulations](#)

[New Cadet Uniform Order](#)

[Cadet Supply Request Form](#)

[Uniform Part Return Form](#)

[How To Take Measurements](#)



## UNIFORM

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### UNIFORMS

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#### General appearance

Cadets are expected to maintain a certain standard of appearance while at cadet events; these standards apply primarily when in uniform; however, if an event is out of uniform, you are expected to be dressed appropriately for the occasion.

#### Jewelry and makeup

Cadets may wear up to two rings, a Medic Alert bracelet, and a wristwatch of a subdued pattern. Cadets may wear a single gold, silver, diamond, or pearl stud, of no more than ¼” diameter in each ear lobe. No other jewellery, including necklaces, crucifixes or other non-mandatory religious symbols, and “cause” or friendship bracelets, are authorized in uniform, or while attending a formal event in civilian attire. Makeup, to include nail polish, cover-up, and all other forms of cosmetics, may be worn in a conservative manner in accordance with current CAF practice. This precludes false or coloured nails, non-flesh-tone facial cosmetics, bright lipstick, false eyelashes, and any other readily detectable makeup. The best option is to not wear any.

#### Hair

As well as maintaining your uniform, you are expected to keep your hair either cut short or neatly contained in a bun or held back. Cadets shall be clean-shaven, unless they are able to grow either a moustache or full beard; stubble, goatees, long sideburns, or patches are not acceptable. Please have a look at Section Four of this guide for images. Unnatural hair colours are not allowed (e.g., blue, green, purple, etc.).

#### ITEMS YOU WILL NEED TO ACQUIRE

Steam Iron	Good-quality iron, for use on trousers, gunshirts, workdress (postman blue) shirts, and the tunic.
Easy-On Spray Starch (Blue can)	For the gunshirt. For best results, spray the shirt and leave to dry completely before ironing.
Lint brush	For trousers and tunic.
Black and white thread and needle	For badges.
Kiwi black shoe polish	Boots.
Kiwi cloth	Boots.
Toothbrush (old, dirty, unusable)	Hard-to-reach parts of boots; primarily, for cleaning and blacking the catwalks, and to apply polish to the sides of the soles.
Gel or hairspray	Cadets with long hair only.
Hair net – colour to match cadet’s hair	Cadets with long hair only – to ensure a neat bun.
Bobby pins – colour to match cadet’s hair	Cadets with long hair only.







## UNIFORM

### UNIFORM AND APPEARANCE





All uniform items are provided free to you. On enrolment, you will be issued a ceremonial uniform and a training uniform.

### ITEMS OF UNIFORM

White top (seaman's cap)	Worn so the top of the cap is two fingers above the eyebrow. The front line is centred directly above the nose. The chinstay shall be sewn inside the cap at a length allowing the stay to fit snugly beneath the chin. Caps should be wiped down with a wet cloth on a routine basis. Effort should be made to keep the top clean & white. Magic erasers & cold water work well to remove dirt & scuffs.	
Cap tally	The cap tally shall be tied so the lettering is centred on the front seam of the cap. It is tied in a neat bow, not more than 7.5 cm and not less than 5 cm across, the ends being of equal length. The bow is to be centred on the left ear vents. A video on how to tie the cap tally is on our Corps Facebook group, under videos. Cadets could also ask their DPO how to tie it.	
Lanyard	The lanyard shall be worn under the collar of the tunic (not under the epaulettes) with the knot at the level of the second (first fastened) tunic button. The end of the lanyard shall be tucked into the inner corner of the left breast pocket, with the slack forming a bight level with the third tunic button.	
Tunic	Shall be ironed flat, without any creases, and be worn fully buttoned, except for the top (collar) button. The belt shall be arranged so the excess length extends to the left. Excess fabric shall be folded neatly at the back.	



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Gunshirt	<p>The gunshirt shall be clean, pressed, and creased as follows: a crease running along the shoulder from the shirt collar, down the centre of the sleeve, and a crease running vertically down the centre of the front of the shirt. The gunshirt shall be washed and starched as often as needed to maintain hygiene as well as proper uniform standards.</p>	
Boots and socks	<p>Boots shall be laced horizontally, all the way up, tied with a reef knot and worn with the issued grey wool socks. All smooth leather and the sides of the soles shall be polished, and the catwalks shall be blackened. The entire boot is to be free of dirt and dust.</p>	
Trousers and belt	<p>Trousers shall be wrinkle free, and pressed with creases running up the front and back of each leg. The front crease shall extend all the way to the beltline, while back creases shall be level with the bottom of the back pockets. The issued belt is to be worn by all personnel, with the excess extending to the left.</p>	
Parka and liner	<p>When worn, either garment is to be zipped up level with the collarbone, any snaps fastened, and rank slip-ons worn on the epaulettes. Professionalism &amp; due care must still be taken when using this piece of uniform – it still has to follow regulations.</p>	





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Gloves

Shall be worn only with the parka.



Toque

May be worn with the parka or workdress, with the rim one finger-breadth above the nose, and the insignia centred directly over the nose.



Workdress shirt

To be ironed flat, except for creases down sides of the sleeves, centred on the epaulette, and worn with rank slip-ons. Sleeves shall be rolled crisply to one cuff-width above the elbow. Effort shall be made to maintain the shape & width of the sleeve cuff while rolling.



V-neck sweater (black)

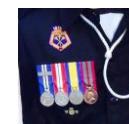
To be worn with rank slip-ons. Not issued; authorized as a private-purchase item.



Medals

**For more guidance, read on.**

Cadet medals are worn above the right breast pocket; Canadian honours above the left.





## UNIFORM

PERI gear

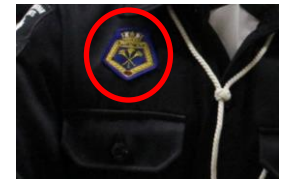
Shall be clean and free of stains. If worn as a complete rig, the shirt shall be tucked into the shorts. The ship's ball cap may be worn as headdress. The issued grey or black shirts, or summer training course shirts, may be worn.



Badges – corps badge

**For more guidance, read on.**

Worn centred and 3 centimetres above the right pocket.



Badges – RCSC titles

**For more guidance, read on.**

Worn on both shoulders, centred on the epaulette, directly below, **and touching**, the shoulder seam.



Badges – corps titles

**For more guidance, read on.**





Worn on both shoulders, centred on the epaulette, directly below, **and touching**, the RCSC title.





## UNIFORM

### ORDERS OF DRESS

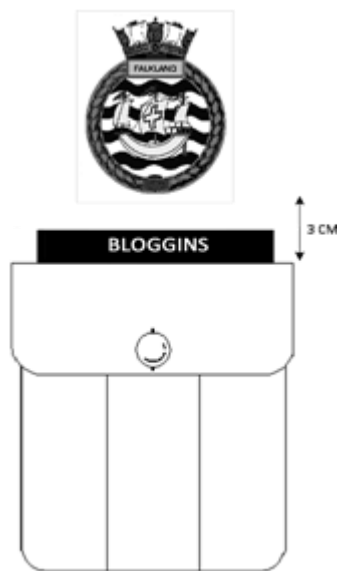
No.	Category	Composition	Occasions when worn	Pic
C-1	Ceremonial	White top, gunshirt, lanyard, tunic with belt, trousers with belt, boots, grey wool socks, medals (if awarded), webbing (if directed/authorized).  Complete parka may be worn with this order.	Formal parades or ceremonies, funerals, certain community events, and Ceremonial Divisions (CDs) on last Monday of every month.	
C-3	Service Dress	Same as C-1, except ribbons are worn in place of medals (if awarded).  Complete parka may be worn with this order.	Weekly training as directed, non-ceremonial events, when travelling and when directed to wear this uniform.	
C-3A	Service Dress	Same as C-3, less the tunic. Usually worn only during hot weather.  Parka liner may be worn with this order.	Ceremonial events.	
C-4 (STU)	Workdress/Sea Training Uniform	Same as C-3A, except the workdress (postman blue) shirt is worn in place of the gunshirt, and a black ball-cap is worn in place of the white top. A plain black t-shirt may be worn under the workdress shirt. Complete parka or parka liner may be worn with this order. Depending on training to be conducted, direction may be given to wear footwear other than boots.	Weekly and weekend training, public events where C-1, C-3, or C-3A are not suitable.	



## UNIFORM

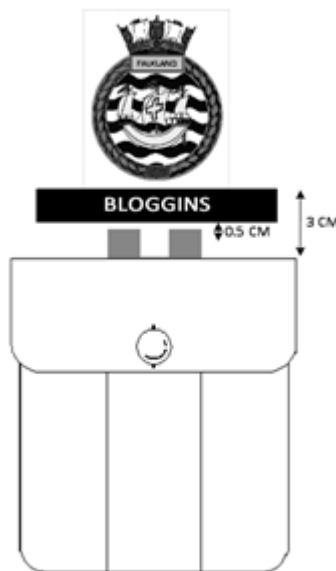
### MEDALS, PINS, & NAMETAGS

#### No medals or ribbons



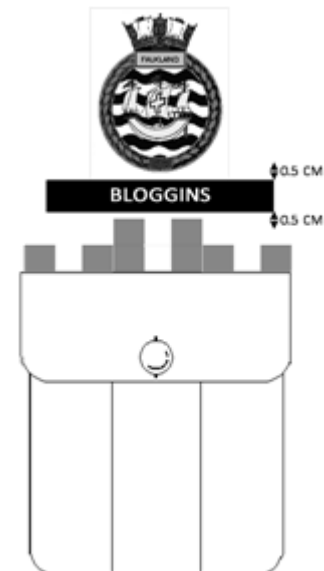
Name tag worn directly above the pocket. Corps badge worn 3 cm above the pocket.

#### One to three ribbons



Ribbons worn directly above the pocket. Name tag worn 0.5 cm above the ribbons. Corps badge worn 3 cm above the pocket.

#### Four or more ribbons



Ribbons worn directly above the pocket. Name tag worn 0.5 cm above the ribbons. Corps badge worn 0.5 cm above the upper ribbons.

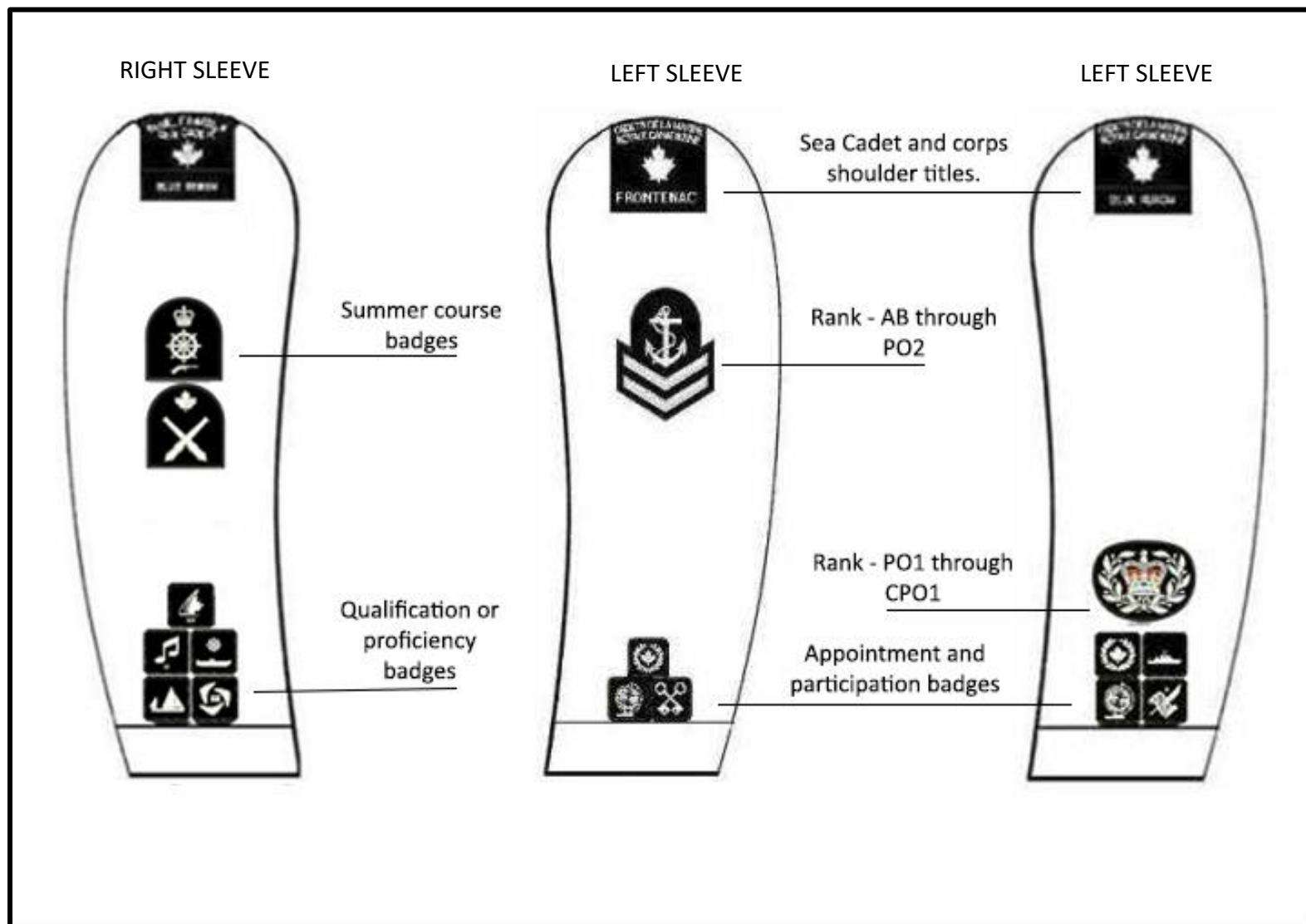
#### Pins and nametags

- Competition pins (e.g., biathlon, marksmanship, sailing, etc.) are to be worn on the left pocket.
- Duke of Edinburgh pin (senior level held) to be worn on the right.
- Medals (as opposed to ribbons) are worn in a single row directly above the pocket, and are to be mounted so the senior medal is closest to the centre of the chest.
- Ribbons are to be arranged in rows of three, with the senior ribbon closest to the centre of the chest (if in a multi-ribbon row) or centred (pictured above).
- Canadian Honours System decorations or medals are worn above the left pocket; cadet medals above the right.



## UNIFORM

### SLEEVE BADGES



You will receive the Royal Canadian Sea Cadet and ILLUSTRIOUS shoulder titles with your initial uniform issue. Everything else, you must earn.



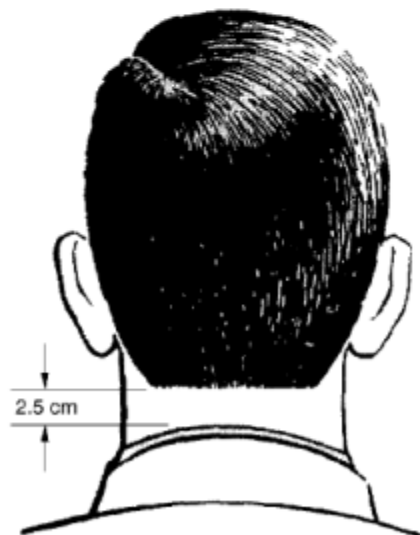
## HAIR DIAGRAMS

### HAIRCUTS



#### TAPER TRIMMED HAIRCUT- CONVENTIONAL OPTION

Sideburns shall extend no farther than half-way down the ear; note the dashed line.  
A Number Two cut will generally serve all requirements



#### TAPER TRIMMED HAIRCUT- STRAIGHT BACK OPTION



## HAIR DIAGRAMS

### HAIR STYLES - IMAGE ONE



**SHORT HAIR STYLE**

There is no minimum length for female hair.



**CURLED HAIR STYLE**

Hair is not to extend below the collar; note the dotted line.



**STRAIGHT HAIR STYLE WITH BUN**

A hair net is to be used to contain the bun; bobby pins and gel or hairspray are to be used to keep the rest of the hair style under control.



**ONE STUD EARRING MAY BE WORN  
CENTRED IN EACH EAR LOBE.**

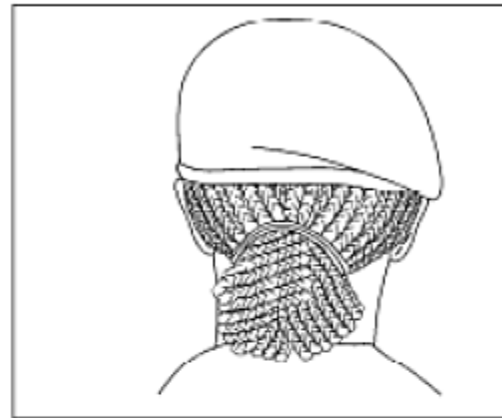


## HAIR DIAGRAMMS

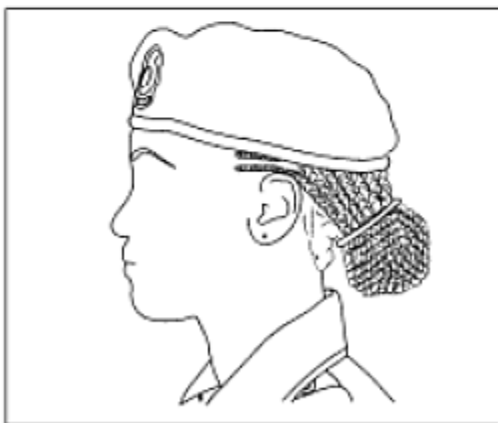
### HAIR STYLES - IMAGE TWO



Cornrows shall be kept under control by the same means as other long hair styles.



Wear of headdress shall not be affected by cornrows or other hairstyles.







## HAIR DIAGRAMS

### HAIR STYLES - IMAGE THREE



Braids shall be neat and tight; double  
braids shall not extend past the armpit.  
Braids are only worn with workdress.



## HAIR DIAGRAMS

### BEARDS AND MOUSTACHES



FRONT VIEW



SIDE VIEW



CONVENTIONAL



HANDLEBAR OPTION



# DRILL PRIMER

## General

Drill movements are prefaced by the name of the group that is to carry the movement out: your division’s name, and “Ship’s Company,” referring to the entirety of ILLUSTRIOUS, are the ones you’ll hear every night; in a drill class, you will likely be referred to as “SQUAD.” For example, “SHIP’S COMPANY, ATTENTION.” All cadets carry out the movement after the last word of the command; don’t try to anticipate commands. All of these movements are carried out sharply, with as much power and snap as you can muster. Take the opportunity to, out of the corner of your eye, observe more senior cadets doing drill.

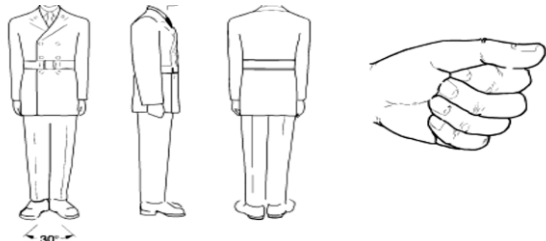
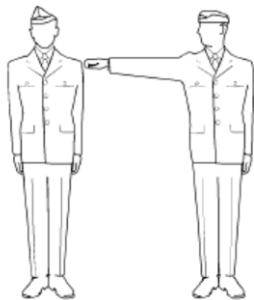
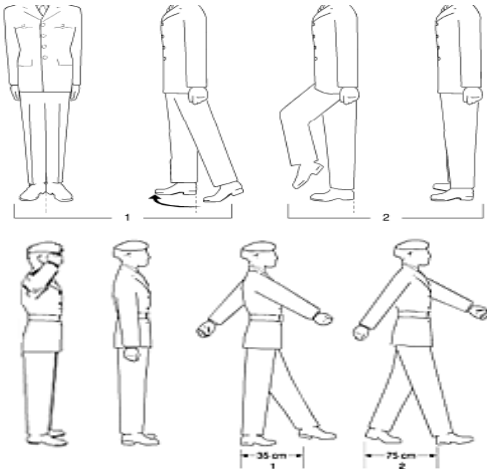
Unless specific permission is given, you will not speak, move, or look around while doing drill, though it is understood that you may, as a New Entry, need to observe your fellow cadets during a drill movement. If you have any drill-related questions, please ask to speak to the Chief of Drill & Ceremonial, a deck gunner, or your Divisional Petty Officer.

No paper guide can replace experience, but this primer should demystify drill somewhat.

Command	Movement or Position and other notes	Picture – from the Canadian Armed Forces Drill Manual
STAND AT-EASE	A relaxed position. Your feet are a shoulder’s width apart, toes pointing slightly outward. Your hands are behind your back, fingers straight, right hand inside left, right thumb over left thumb. You “fall in” (join your division) in this position.	
STAND-EASY	An even more relaxed position than AT-EASE. Your feet are a shoulder’s width apart, toes pointing slightly outward. Your hands form a fist, with the thumb running down the seam of your pants. When you are standing easy, you will return to AT-EASE when you hear your division’s name or “Ship’s Company” called. This is done by just snapping your hands back to being behind your back, as illustrated above.	



# DRILL PRIMER

Command	Movement or Position and other notes	Picture – from the Canadian Armed Forces Drill Manual
ATTENTION	An alert position. Your hands form a fist, with the thumb running down the seam of your pants, while your feet are placed heels together, with a 30° angle (roughly a boot toe's-width) between your toes. Take care not to strain your body. Keep your knees unlocked, and wiggle your toes periodically.	
RIGHT DRESS	A movement used to align cadets within the division. You take a short step forward without swinging your arms, leading with your left foot, pause, turn your head all the way to the right (if you are in the front rank, you also raise your right arm to your own shoulder height (keeping your hand in a fist), take another pause, then shuffle into position, lining yourself up on the cadet to your right, and, using your peripheral vision, the cadet in front of you (the front rank sets the spacing by raising arms).	
EYES FRONT	Given on the conclusion of the RIGHT DRESS. Return to the position of ATTENTION by snapping your head to the front (if in the front rank, also bringing your arm swiftly down to your side).	See ATTENTION
DISMISS	Given at the conclusion of drill; on Monday nights, to send you to classes or to go home at the end of the night. Turn to the right, pause, if in uniform salute if an officer is on parade (if not in uniform, wait while those in uniform do), then march away to carry on as directed.	



## SUMMER TRAINING OUTLINE

### SUMMER TRAINING OUTLINE

#### General Training course (GT)








#### GENERAL TRAINING BADGE

This two-week course is intended as an introduction to summer training, giving you the chance to try out various courses, and to become accustomed to life at the training centre.

#### Further training

Having completed GT, you have the opportunity to take a number of more specialised courses, in five primary streams. However, you are able to, over your time under training, take courses from more than one stream.

DRILL AND CEREMONIAL	SEAMANSHIP	SAIL	BAND	FITNESS
				
<b>BASIC DRILL AND CEREMONIAL (BDC)</b>	<b>BASIC SEAMANSHIP (BSEA)</b>	<b>BASIC SAIL (BSAIL)</b>	<b>BASIC MUSIC (BMUS)</b>	<b>BASIC FITNESS AND SPORTS (BFS)</b>
Three-week course covering rifle and field gun drill in a challenging environment.	Three-week course covering ropework and rigging.	Three-week course covering basic sailing skills.	Three-week course covering foundation music skills. Prepares the cadet to play in a corps band.	Three-week course focused on personal fitness and developing abilities in a range of sports.
<i>NO INTERMEDIATE COURSE</i>	<b>SHIP'S BOAT OPERATOR (SBO)</b>	<b>INTERMEDIATE SAIL (INT SAIL)</b>	<b>INTERMEDIATE MUSIC (INT MUS)</b>	<i>NO INTERMEDIATE COURSE</i>
	Six-week course, focusing on small boat handling.	Six-week course, reinforcing sailing skills, and introducing more complex skills.	Six-week course building on basic musical skills.	
<b>DRILL AND CEREMONIAL INSTRUCTOR (DCI)</b>	<b>BOATSWAIN'S MATE (BM)</b>	<b>SENIOR SAIL</b>	<b>ADVANCED MUSIC (ADV MUS)</b>	<b>FITNESS AND SPORTS INSTRUCTOR (FSI)</b>
Six-week course covering all aspects of drill and ceremonial; meant to produce drill instructors.	Six-week course, covering large vessel crew skills and coastal navigation.	Six-week course, covering more advanced sailing skills with a coaching and instructional focus.	Six-week course, covering more advanced musicianship.	Six-week course, focused on leading fitness and sports activities.



## SUMMER TRAINING OUTLINE

There are also four speciality courses available for senior cadets.



### MARINE ENGINEERING (MAR ENG)

Eight-week course focused on ship's machinery; qualifies the cadet to act as an engineroom watchkeeper aboard RCN training vessels.



### AIR RIFLE MARKSMANSHIP INSTRUCTOR (ARMI)

Six-week course focused on developing marksmanship skills and coaching and instructing others in shooting.



### ADVANCED SAIL (ADV SAIL)

Six-week course focusing on racing sailing skills.



### SHIPWRIGHT

Six-week course, covering carpentry and fibre glassing, with a focus on small boat repair.

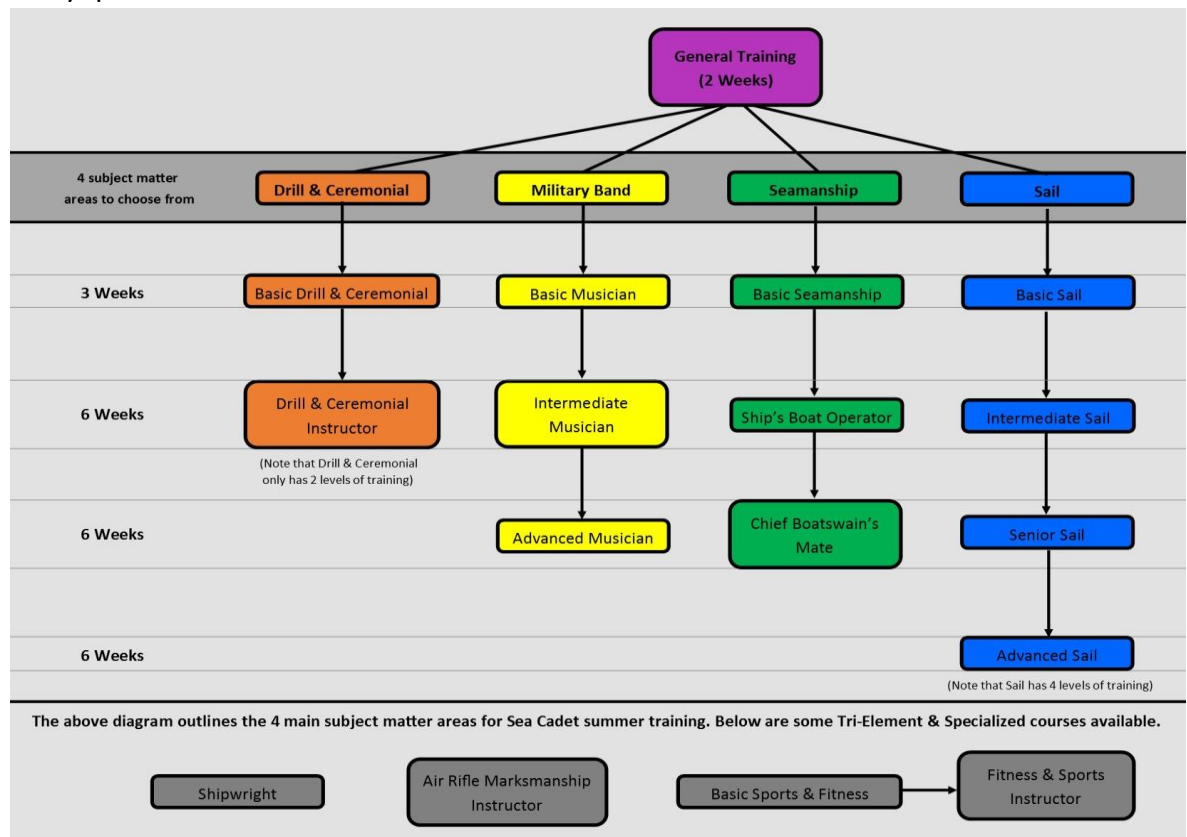
Finally, senior cadets have the opportunity to be employed as staff cadets.



STAFF CADET BADGE

Sea cadet training facilities are, in large part, staffed by cadets. Leadership, instructional, and support roles are available for suitably qualified individuals.

To the right is a diagram that shows the usual progression through the various courses offered at summer training.





## GLOSSARY

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### GLOSSARY

While attempting an exhaustive listing of terms used at the corps would be impossible, it is hoped this sampling covers the most commonly used and basic vocabulary, and that the definitions provide a good thumbnail of the world you are entering.

#### Positions

Commanding Officer (CO) – the officer in charge of a unit.

Executive Officer (XO) – the second in command of a naval unit. Responsible for ensuring the smooth conduct of the unit's activities.

Divisional Officer (DO) – in naval terms, the officer in charge of a division.

Coxswain (Cox'n) – the senior non-commissioned member aboard a ship, thus, the senior cadet.

Regulating Petty Officer (RPO) – the second-senior cadet in a corps. Responsible for the conduct of cadets.

Corps Gunner/Chief of Drill & Ceremonial – drill instructor. Responsible for drill, dress, and deportment, and enforcement of same.

Chief Boatswain's Mate (CBM) – seamanship instructor.

Divisional Petty Officer (DPO) – petty officer in charge of a division.

Training Officer (Trg O) – responsible for the phase and weekend training programs, and for all instructors.

New Entry (NE) – a newly-joined cadet.

Phase Officer – the officer in overall charge of a given phase.

Administration Officer (Admin O) – responsible for cadet records, applications for training, and corps-level communications.

Ship's Writer (SW) – assistant to the Admin O.

Stores Officer (Stores O) – responsible for all gear and clothing held by the corps.

Stores Petty Officer (SPO) – assistant to the Stores O.

Officer of the Day (OOD) – the officer, on a weekly rotation, responsible for the corps' routine during a training event.

Petty Officer of the Day (POOD) – assistant to the OOD, on a weekly rotation.

Quartermaster (QM) – a senior cadet responsible for the Quarterdeck (area where flag, bell, and pipes occur)

#### Officer Ranks of the Royal Canadian Navy (RCN) (commonly seen at our corps):

Lieutenant-Commander – LCdr

Lieutenant – Lt.(N)

Sub-Lieutenant – SLt

Acting Sub-Lieutenant – A/SLt

Naval Cadet – NCdt

#### Ranks of Sea Cadets:

Chief Petty Officer First Class (CPO1)

Chief Petty Officer Second Class (CPO2)

Petty Officer First Class (PO1)

Petty Officer Second Class (PO2)

Master Cadet (MC)

Leading Cadet (LC)

Able Cadet (AC)

Ordinary Cadet (OS)



## GLOSSARY

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### Entities

Department of National Defence (DND) – the civilian body, under the Minister of National Defence, responsible for the Canadian Forces.

Canadian Armed Forces (CAF) – Canada's armed forces, including the Royal Canadian Navy (RCN), the Canadian Army (CA), and the Royal Canadian Air Force (RCAF).

Royal Canadian Navy (RCN) – Canada's navy.

Her Majesty's Canadian Ship (HMCS) – appellation given to actual ships, and to certain naval shore units, including sea cadet summer training centres such as HMCS ONTARIO in Kingston.

Cadet Instructor Cadre (CIC) – the CAF officer trade responsible for training, administration, and other support of cadets.

Regional Cadet Support Unit Central (RCSU(C)) – the headquarters for all cadet units in Ontario.

Royal Canadian Sea Cadets (RCSC) – the national naval cadet organization of Canada.

Royal Canadian Sea Cadet Corps (RCSCC) – the basic unit of the RCSC.

Navy League of Canada (NL) – a civilian organisation that, among other roles, sponsors the RCSC. Most RCSCCs, including ILLUSTRIOUS, have an associated NL branch.

Navy League Cadet Corps (NLCC) – a unit of 9-13 year old cadets operated by the NL. This is separate from the RCSC.

Division (Div) – a group of junior cadets under a petty officer.

Duty Division – the division selected on a rotational basis to carry out various housekeeping duties at the corps.

Guard – a division carrying rifles; ceremonially, the security force for the CO or a distinguished guest. Composed of experienced cadets.

Ship's Company – the crew of a ship; the entire complement, officers and cadets alike, of a cadet corps.

Quarterdeck – a deck at the rear of a ship, where the ship's flag is flown; also, the group of cadets tasked, on a weekly rotation, with raising and lowering the national flag.

Royal Canadian Legion (RCL) – Canadian veteran's group. ILLUSTRIOUS is supported & supports the 2 Brampton RCL Branches: RCL Br. 15 & RCL Br. 609.

### Occurrences

Colours – ceremony at the start of the training day to raise the national flag.

Sunset – ceremony at the end of the training day to lower the national flag.

Stand Easy – a break during training.

Liberty Boats – end of a training day; you may go home.

Muster – to gather for some purpose.

Parade night – cadet corps weekly meeting.

Exercise – a weekend training event.

Parade – a ceremonial event in public, or an occasion on which a unit gets together. May be celebratory, commemorative (Remembrance Day), or for some routine purpose (weekly parade nights, where the corps musters to conduct training).

Out pipes – the start of classes, or the end of a break. Marked with a pipe from a boatswain's call.

Secure All Gear to Stores – end of the training night. All equipment is stowed and the training areas are cleaned.

Pipe down – To lower the volume; be quiet.





## GLOSSARY

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Wakey wakey – start of the day; get out of bed. Usually at 0600.

Breakfast, dinner, supper – naval meal rotation.

Kye – evening snack, named for the thick cocoa originally served.

Pipe – an announcement, usually made with the aid of a boatswain's call, or the signal given with the call.

Remembrance Day – marks the end of WWI; commemoration of Canada's war dead from all conflicts.

Battle of the Atlantic – naval parade of remembrance to honour personnel lost in the North Atlantic during WWII. Parade happens on the 1<sup>st</sup> Sunday of May each year.

Mess dinner – a formal unit dinner. Many associated traditions.

Annual Ceremonial Review (ACR) – an end-of-year public event showcasing ILLUSTRIOUS cadets and their accomplishments. A Mandatory Parade.

### Items and places

Gash, gash can – garbage, garbage can.

Head – Washroom/toilets.

Bulkhead – wall.

Deckhead – ceiling.

Deck – floor in general, or the area the corps falls in for Colours and Sunset.

Gangway – a hallway or other passage.

Ship's Office – the administration office.

Stores – the corps' stored equipment and clothing, and the department responsible for that equipment.

Call – a whistle: The Boatswain's Call, a two-toned instrument used to make *pipes*.

Quarterdeck – the aft-most portion of a ship, where the mast is located; in a shore station (e.g., a cadet corps or naval base) the location of the mast.

### Commands and other naval speech

Gangway – “make way,” “get out of the way;” used by senior personnel and those carrying heavy loads.

'Aye aye' sir, ma'am, Chief, PO, or Master Cadet  
The appropriate response to an order from any superior.

Pipe down – “silence.” Given by senior personnel, instructors, etc.

Port – left side of a ship or vessel when facing forward.

Starboard – right side of a vessel when facing forward.

24 hour clock – counts from 00:00 (start of the day) to 23:59 (end of the day); for example, 7:00 pm is 19:00 and is used in all corps documents.