

Royal Canadian Sea Cadet Corps WOODSTOCK



Ready, Aye, Ready Welcome Aboard Corps Handbook 2014-2015

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

TABLE OF CONTENTS/FORWARD

Commanding Officer's Message
About Sea Cadets – General Introduction

CORPS DEPARTMENTS

Administration
Staff List
Supply
Training
Training Timetable

SHIP'S ORGANIZATION

Chain of Command
Cadet Rank Structure

STANDARDS

Uniforms
Dress Standards
Orders of Dress
Personal Appearance
Promotion Policy
Awards & Recognition

CONDUCT & DISCIPLINE

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

DIRECTED & OPTIONAL TRAINING

Band
Marksmanship/JuJitsu
Sports
Sailing & Sail Levels
Summer Training

REFERENCE MATERIAL (Naval terms to memorize)

BACKGROUND OF SEA CADETS
RCSCC WOODSTOCK CORPS HISTORY

Greetings from the Commanding Officer

Lieutenant (Navy) Kevin Lockhart CD

Welcome to the 2014-15 training year at RCSCC WOODSTOCK

For those cadets that are returning to the corps, you're already very much aware of what awaits you – another year full of challenge, and striving to develop our personnel and programs to a whole new level of excellence. In addition to the very successful Sea Cadet, Sailing and Seamanship programs.

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

I encourage parents and guardians of new cadets to stop by the unit to observe a training night, but also especially to meet and get involved with our sponsoring association, the Woodstock Branch of the Navy League of Canada, made up of parents of cadets who support Woodstock programs and operational needs through their volunteer efforts to organize and operate our recruiting and fund raising efforts.

The corps has big goals for this year and the years to come, so we'll need the support of parents in addition to the commitment of your cadets in order to accomplish them.

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

RCSCC WOODSTOCK is truly fortunate to have a knowledgeable, enthusiastic and dedicated staff, sponsoring association, and a group of cadets who strive to prove that they can accomplish most any challenge placed before them, and usually do so. That being said, the 2014-15 training year will once again see WOODSTOCK move the bar even higher for our cadets – and I'm very confident the cadets shall deliver.

Enjoy your year remember, you'll get **everything out of the program you're willing to put into it.**

Ready, Aye, Ready



About Sea Cadets

Congratulations!

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

The goals of the Cadet Program are:

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

Costs

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

Uniforms

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

Canadian Forces/Royal Canadian Navy

While cadets will learn about the Canadian Forces, they are **NOT** members of the military, nor are they expected to join. However, the Officers who run the Cadets programs are naval reserve officers who are members of the Cadets Instructor Cadre (CIC).

Attendance and Active Participation

Cadets are expected to attend weekly Tuesday training nights (Parades). Missing too many parades can interfere with completion of training and promotions. If a cadet will be absent, they must notify the corps and ensure that they catch up on missed training. Cadets should be punctual; arriving 15 minutes before an activity starts.

Staff

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

Sponsoring Committees

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

of the Navy League of Canada.

The Woodstock Branch is responsible for:

- providing suitable accommodation for both Sea Cadets and Navy League Cadet's training (building).
- promoting the Cadet Program to the community through advertising and recruiting.
- purchase Navy League cadets uniform including Officers.
- purchase and maintaining of all sail and power boats (on water program).
- purchase and maintaining of most musical instruments (band training).
- fund raising and managing the funds for additional activities not supported by the DND.

Parental Role

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

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

The responsibility rests on your cadet to keep you informed of the activities at the cadet unit. However, we do send home weekly notices, make announcements, use a Face Book site and handout Routine Orders to help keep you informed and up to date.

CORPS DEPARTMENTS

ADMINISTRATION DEPARTMENT/SHIP'S OFFICE

The Ship's Office is located on the main deck on your right just past the large trophy case.

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

If you will be missing training (mandatory or complementary) you (**the cadet**) must inform the Administration Department either **by phone (519) 539 2111, or in writing**, using a Request for Leave Form found at the Ship's Office. On Tuesday evenings, **notification of absence must be reported no later than 1900 hrs in order to be recorded as "on leave"**. Late notifications will be recorded as "absent without leave" (AWOL) and can impact access to future opportunities like summer training.

The Ship's Office is open during regular parade nights (Tuesday) 1815 hrs (6:15 pm) until -2115 hrs (9:15pm). It may also be open on alternative nights during range or other activities.

CORPS CONTACT INFORMATION

Admin O: SLt Nancy Wright

Ship: (519) 539 2111

Address: RCSCC WOODSTOCK



RCSCC WOODSTOCK STAFF 2014 -15

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

Name Position :

NAME	POSITION
Kevin Lockhart	Commanding Officer
Scott Rendall-Robb	Training Officer
Barry Healy	Assitant Training Officer
Nancy Wright	Administration Officer
Ryan Harris	Supply Officer
Dan Knoop	Div O/Instructor
Jean Caron	Band Officer
Dick Henshaw	Instructor
Doug Hannon	Instructor
Josh Middleton	Instructor
Robert Greenway	Instructor

SUPPLY DEPARTMENT

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

The supply office is located on the main deck and is open Tuesday evenings 1845 hrs (6:45 pm) – 2130 hrs (9:30 pm), and appointments can be made to see the Supply Officer on some other days as well. These are the times that you can exchange uniform parts (it is expected that **the cadet** take the initiative to visit supply to have parts ordered/exchanged when necessary). If you require a uniform part that is not in stock it must be ordered in from our supplier which is located in Quebec. This process can take some time (3-4 weeks) depending on availability (ie. Usually takes longer in Sept- Oct due to all units in Canada ordering parts). When your uniform part(s) arrive the Supply Officer will make an announcement.

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

entrusted to the cadet. This includes things like musical instruments and ceremonial uniforms (blues).

TRAINING DEPARTMENT

The Training Office is located on the main deck at the far end of the on the left. The sea cadet-training program consists of 5 phases of mandatory training. These levels start at phase 1 which is basic and gives way for phases 2, 3 and 4 to build upon. Phase 5 is mainly “on the job training” for senior cadets. Some of the classes you can expect to learn include Drill, General Cadet Knowledge, Citizenship, Leadership, Fitness, and various aspects of Naval History, Naval Knowledge, Seamanship, and Sailing. Mandatory training runs on Tuesday nights.

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

Optional Training is training that reinforces the cadet program aims of Leadership, Citizenship, and Physical fitness. These activities also help to boost morale and esprit de corps within the Corps. These activities may include sports teams, drill teams, band, guard, marksmanship, and first aid. Most of this training runs on Thursday/Friday evenings and Sundays.

In addition, we also have summer training at various Summer Training Establishments across Ontario and Canada.

TRAINING NIGHT TIMETABLES

Mandatory Training Parades - Tuesday – Ships Routine

TIMINGS	ACTION
1830	Leave expires, all cadets on board
1840	Cadets fall in on parade, Duty watch closes up
1858	XO/OOD Takes Parade Officers Fall In
1900	Period 1
1930	Period 2
2000	Stand Easy (Break)
2015	Period 3
2045	Crew Musters on the Main Deck for Sunset
2100	Sunset, awards and presentations
2115	Liberty Boats/Cadets ashore
2130	Secure the Ship

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

Some nights we are finished earlier or later than 2100 hrs (9:00 pm) depending on the number of announcements, please be flexible. All junior cadets (and those not on duty) should be picked up no later than 2110 hrs (9:10 pm).

Optional Training Activities*

Tuesdays – Officer Administration Night, No Cadets unless an appointment has been made.

Thursday – Band Practice/training

Friday evenings – Range and JuJitsu practice/training.

Sundays – Some training as noted in Routine Orders and the weekly notice.

SHIP'S ORGANIZATION

CHAIN OF COMMAND

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

The Officers are responsible for the day to day operations of the Corps. The top of The Officer Chain of Command is the Commanding Officer (CO). The CO is also in charge of liaising with the Woodstock Branch, Navy League of Canada, the Detachment Commander (Det Comd) in London, the Area Cadet Officer (London), and the Regional Cadet Support Unit (RCSU Central) in Borden.

The Woodstock Branch, Navy League of Canada is in charge of raising funds and supporting the officer staff in daily operations. A Liaison is appointed from the Woodstock Branch, NLC to work with the Commanding Officer. That is the Sea Cadet Chairperson/Liaison.

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




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

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

(There is a higher chain of command outside the Corps for both the officers and the Woodstock Branch, NLC. Your contact with them should be only under extenuating circumstances. All questions and concerns can be addressed within one of the Corps chains of command.). All issues and concerns can be handles at the lowest level. Please don't be afraid to approach any officer or NL Branch member if you have a question or concern.



Rank Structure for Sea Cadets

	<p>ORDINARY SEAMAN</p>  <p>Worn with C4, C4C, C5 and C5A orders of dress and all-season coat.</p>
<p>ABLE SEAMAN Worn on the Jacket upper left sleeve, centred midway between the shoulder seam and the point of the elbow</p>  <p>Worn on the upper left sleeve, centred midway between the shoulder seam and the point of the elbow</p>	<p>ABLE SEAMAN</p>  <p>Worn with C4, C4C, C5 and C5A orders of dress and all-season coat.</p>

LEADING SEAMAN



Worn on the upper left sleeve, centred midway between the shoulder seam and the point of the elbow

LEADING SEAMAN



Worn with C4, C4C, C5 and C5A orders of dress and all-season coat.

MASTER SEAMAN



Worn on the upper left sleeve, centred midway between the shoulder seam and the point of the elbow

MASTER SEAMAN



Worn with C4, C4C, C5 and C5A orders of dress and all-season coat.

**PETTY OFFICER
2ND CLASS**



Worn on the upper left sleeve, centred midway between the shoulder seam and the point of the elbow

**PETTY OFFICER
2ND CLASS**



Worn with C4, C4C, C5 and C5A orders of dress and all-season coat.

**PETTY OFFICER
1ST CLASS**



Worn on the lower left sleeve, centred midway between the bottom of the cuff and the point of the elbow.

**PETTY OFFICER
1ST CLASS**



Worn with C4, C4C, C5 and C5A orders of dress and all-season coat.

CHIEF PETTY OFFICER 2ND CLASS



Worn on the lower left sleeve, centred midway between the bottom of the cuff and the point of the elbow.

CHIEF PETTY OFFICER 2ND CLASS



Worn with C4, C4C, C5 and C5A orders of dress and all-season coat.

CHIEF PETTY OFFICER 1ST CLASS



Worn on the lower left sleeve, centred midway between the bottom of the cuff and the point of the elbow.

CHIEF PETTY OFFICER 1ST CLASS



Worn with C4, C4C, C5 and C5A orders of dress and all-season coat.

DRESS STANDARDS

UNIFORMS

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

CADET UNIFORM DRESS STANDARDS

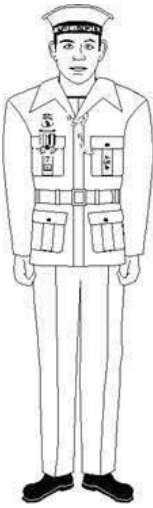
1. Sea Cadet Orders of Dress appear in CATO VOL 3 – 35-01 (These can be found in the Ship's Office) All orders of dress shall be worn in a clean, neat, professional manner at all times.
2. The uniform of the day, as promulgated, will be worn in its entirety for the duration of the event. **The only acceptable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

9. **Uniform parts shall never be worn in combination with civilian clothing.** For example, the uniform jacket (tunic) is never worn as a jacket with civilian clothes. The cadet overcoat is never worn over civilian clothes and civilian overcoats should NOT be worn over the uniform unless no overcoat has been issued. See the Supply Officer to order an overcoat if you don't have one. (the only exception to this is when "boots and white tops" are ordered for certain practices in conjunction with civilian clothing. In this case, the boots and white tops should be carried to the training facility and put on when the cadet arrives – they should not be seen in public wearing boots and white tops with civilian attire).

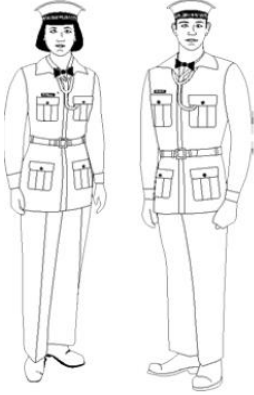
10. Undergarments will be worn with all orders of dress and shall be of an appropriate colour so as not to be visible through uniform items of clothing.

11. While in uniform in public, **cadets must wear the complete uniform at all times**, and behave as good citizens and good ambassadors for the cadet program and for RCSCC Woodstock. (A cadet should never be seen on the street or in a public place wearing only part of a uniform and/or behaving in an inappropriate manner). **Consider yourself a walking billboard – you are on display, advertising the best youth program Canada has to offer. Wear that uniform with pride!**

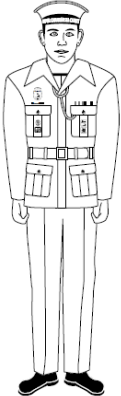
ORDERS OF DRESS CADETS


ORDER OF DRESS C1	COMPOSITION	OCCASIONS	AUTHORIZED CLOTHING, ACCOUTREMENTS AND ACCESSORIES
	<ul style="list-style-type: none"> · Gunshirt. · Lanyard. · Jacket. · Trousers with belt. · Boots. · Socks. · Medals · Pins. · Seamanship Cap with Cap Talley 	<p style="text-align: center;">Formal Ceremonial Parades or Parades</p> <ul style="list-style-type: none"> · Guards of Honour. · Church services or parades. · Funerals. · Other occasions as ordered. 	<ul style="list-style-type: none"> · Name Tag · Corps badge. · White gloves. · White belt and white gaiters. · Cutlass. · When authorized to wear, the boatswain's or gunner's chain and call may replace the lanyard.


Note : The jacket may be removed only when it is not available or when extreme heat conditions make the wear unbearable. In these cases, the gun shirt will remain free of any insignia, in exception of rank.



ORDER OF DRESS C2	COMPOSITION	OCCASIONS	AUTHORIZED CLOTHING, ACCOUTREMENTS AND ACCESSORIES
<p style="text-align: center;">MESS DRESS</p> 	<ul style="list-style-type: none"> · Seaman's cap with cap tally (worn outdoors). · White dress shirt. · Black bow tie (male cadets). · Black cross-over tie (female cadets). · Lanyard. · Jacket. · Trousers with belt. · Boots. · Socks. · Medals · Pins 	<ul style="list-style-type: none"> · Mess or formal dinners. · Other occasions as ordered. <p>Note: This dress is optional and no cadet should be required to acquire a white shirt and bow tie or cross-over tie. Cadets can wear the C2 order of dress in the same circumstances.</p>	<ul style="list-style-type: none"> · Name tag. · Corps badge. · When authorized to wear, the boatswain's or gunner's chain and call may replace the lanyard.


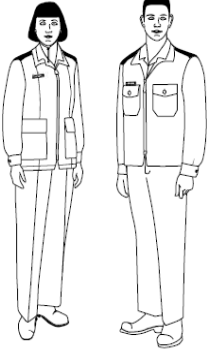
Note : The jacket may be removed only when, it is not available or when extreme heat conditions make the wear unbearable. In these cases, the dress shirt will remain free of any insignia.

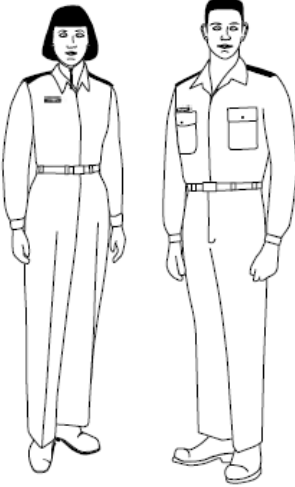
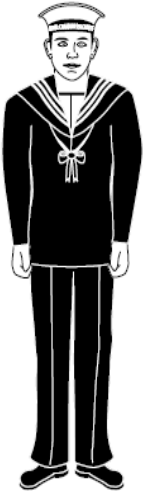
ORDER OF DRESS C3	COMPOSITION	OCCASIONS	AUTHORIZED CLOTHING, ACCOUTREMENTS AND ACCESSORIES
<p style="text-align: center;">SERVICE DRESS</p> 	<ul style="list-style-type: none"> • Same as C1 order of dress, except that ribbons replaces medals. 	<ul style="list-style-type: none"> • Routine training dress for day to day wear. • Divisions, parades, and inspections, when appropriate. • Appropriate social occasions and activities. • While travelling to and from cadet training facilities or CSTC/deployment/exchange/ regional and national directed activities. • Other occasions as ordered. <hr style="width: 20%; margin-left: auto; margin-right: auto;"/>	<ul style="list-style-type: none"> • White belt and white gaiters. • Name tags. • Corps badge. • When authorized to wear, the boatswain's or gunner's chain and call may replace the lanyard.

ORDER OF DRESS C3A	COMPOSITION	OCCASIONS	AUTHORIZED CLOTHING, ACCOUTREMENTS AND ACCESSORIES
<p>SERVICE DRESS</p> 	<ul style="list-style-type: none"> • Same as C3 order of dress, less the jacket. • Gunshirt rank insignia only. 	<p>During summer:</p> <ul style="list-style-type: none"> • Routine training dress for day to day. • Divisions, parades, and inspections, when appropriate. • When travelling to and from cadet training facilities. • Other occasions as ordered. 	<ul style="list-style-type: none"> • White belt and white gaiters. • No name tags, chains, medals, ribbons or pins.

ORDER OF DRESS C4	COMPOSITION	OCCASIONS	AUTHORIZED CLOTHING, ACCOUTREMENTS AND ACCESSORIES
<p>TRAINING DRESS (SEA)</p> 	<ul style="list-style-type: none"> • Issued ball cap; or • wide brimmed tan summer hat (CSTC only). • Postman blue shirt. • Black t-shirt. • Rank slip-ons. • Trousers and belt. • Socks. • Boots (alternative footwear may be authorized based on the activity). 	<ul style="list-style-type: none"> • Routine training dress for day to day nautical / seamanship type training. • Other occasions as ordered. <p>Note: Although it may be authorized for travel to and from place of training with essential stopovers, this dress does not replace C1 and C3 orders of dress for use at ceremonial, drill, parade, or public engagements. COs are to exercise reasonable judgement in designating the occasions for wear.</p>	<ul style="list-style-type: none"> • Name tape or name tag. • Appointment brassard. • When authorized to wear, boatswain's or gunner's chain and call may be worn with the shirt. • No beret. • No white belt or white gaiters.

ORDER OF DRESS C4	COMPOSITION	OCCASIONS	AUTHORIZED CLOTHING, ACCOUTREMENTS AND ACCESSORIES
TRAINING DRESS (SEA) 	<ul style="list-style-type: none"> · Issued ball cap; or · wide brimmed tan summer hat (CSTC only). · Black t-shirt. · Trousers and belt. · Socks. · Boots (alternative footwear may be authorized when necessary based on the activity). 	<ul style="list-style-type: none"> · Routine training dress for day to day nautical / seamanship type training. · Other occasions as ordered. 	<ul style="list-style-type: none"> · Appointment or rank brassard. · No name tape or name tag.
ORDER OF DRESS C4B	COMPOSITION	OCCASIONS	AUTHORIZED CLOTHING, ACCOUTREMENTS AND ACCESSORIES
TRAINING DRESS (SPORTS) 	<p>Personal or issued:</p> <ul style="list-style-type: none"> · Ball cap; or · wide brimmed tan summer hat (CSTC only). (Headdress is optional for indoor sports activities). · Black t-shirt. · Shorts. · Socks or white sport socks. · Runners. 	<ul style="list-style-type: none"> · Authorized physical fitness training. · Other occasions as ordered. 	<ul style="list-style-type: none"> · Appointment or rank brassard. · No name tag or tape

ORDER OF DRESS C4C	COMPOSITION	OCCASIONS	AUTHORIZED CLOTHING, ACCOUTREMENTS AND ACCESSORIES
	<ul style="list-style-type: none"> · Beret with Sea Cadet metal headdress insignia, wide-brimmed tan summer hat or issued ball cap. · Field jacket. · Rank slip-ons. · Black t-shirt. · Field pants and belt. · Socks. · Field boots (combat boots). (alternative footwear may be authorized when necessary based on the activity). 	<ul style="list-style-type: none"> · May be issued for wear during summer training at CSTCs for staff cadets for the duration of bush training and exercises on land only. · Other occasions as ordered by D Cds & JCR. <p>Note: This dress may be procured for wear during field training outside of CSTCs at no public expense.</p>	<ul style="list-style-type: none"> · Appointment brassard. · Name tape only.
ORDER OF DRESS C5	COMPOSITION	OCCASIONS	AUTHORIZED CLOTHING, ACCOUTREMENTS AND ACCESSORIES
<p>OPERATIONAL DRESS</p> 	<ul style="list-style-type: none"> · Issued ball cap. · Naval Combat Dress (NCD) jacket. · NCD shirt. · Black T-Shirt · Rank slip-ons. · NCD trousers and belt. · Socks. · Boots (Sea) (alternative footwear may be authorized based on the activity). 	<ul style="list-style-type: none"> · Deployments at sea (extended period). · Other occasions as ordered by D Cds & JCR. 	<ul style="list-style-type: none"> · Name tape only. · CSTC/Ship/Unit badge (worn on the right breast centred 0.6 cm (1/4 in.) above the name tape. · No beret.

ORDER OF DRESS C5A	COMPOSITION	OCCASIONS	AUTHORIZED CLOTHING, ACCOUTREMENTS AND ACCESSORIES
<p>OPERATIONAL DRESS</p> 	<ul style="list-style-type: none"> · Same as for C5 order or dress, less the NCD Jacket. 	<ul style="list-style-type: none"> · Same as for C5 order or dress 	<ul style="list-style-type: none"> · Name tape only. · No beret.
<p>ORDER OF DRESS T1</p>	<p>COMPOSITION</p>	<p>OCCASIONS</p>	<p>AUTHORIZED CLOTHING, ACCOUTREMENTS AND ACCESSORIES</p>
<p>TRADITIONAL DRESS</p> 	<ul style="list-style-type: none"> · Seaman's cap with cap tally. · Navy blue jumper. · Navy blue trousers and belt. · Gunshirt. · Blue collar. · White lanyard. · Black silk scarf. · Socks. · Boots. · Traditional or current "Royal Canadian Sea Cadet" shoulder insignia must be worn. 	<ul style="list-style-type: none"> · Battle of the Atlantic commemorative ceremonies. · Remembrance Day ceremonies. · Ceremony of the Flags. · Mess dress. · Other special ceremonial occasions authorized by D Cds & JCR. 	<ul style="list-style-type: none"> · White web belt and white gaiters. · Cutlass. · When authorized to wear, the boatswain's or gunner's chain and call may replace the lanyard. · No other insignia will be worn on the jumper. · No name tag, medals/ribbons or pins.

THE JUMPER MAYBE REMOVED ONLY WHEN IT IS NOT AVAILABLE OR WHEN EXTREME HEAT CONDITIONS MAKE WEARING UNBAREABLE. IN THIS CASE THE GUN SHIRT REMAINS FREE OF INSIGNIA IN EXCEPTION OF RANK.

PERSONAL APPEARANCE

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

HAIR POLICY MALE

(1) Hair shall be:

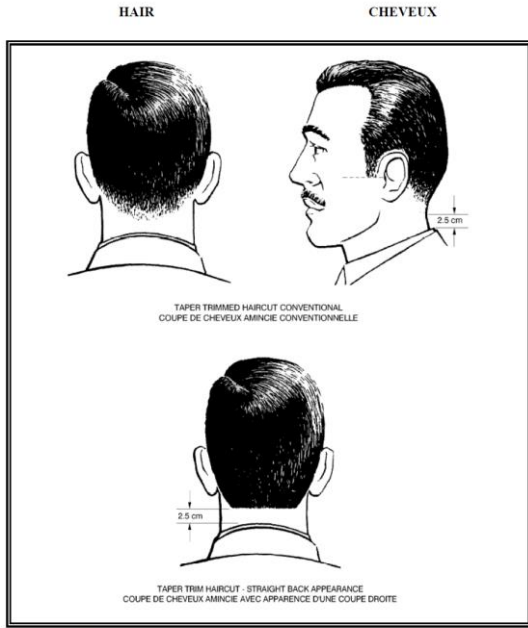
- (a) neatly groomed;
- (b) taper trimmed at the back, sides and above the ears to blend with the hairstyle
- (c) not more than 15 cm (6 in) in length and sufficiently short so that when the hair is groomed and headdress is removed, no hair shall touch the ears or fall below the top of the eyebrows;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

(2) Sideburns shall:

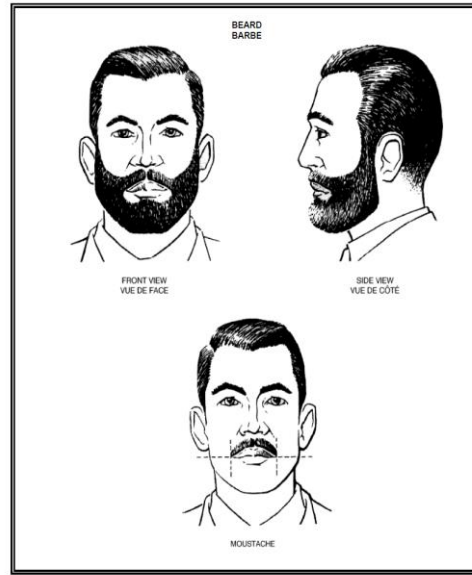
- (a) not extend below a line horizontally bisecting the ear (middle of the ear);
- (b) be squared off in a horizontal line at the bottom edge;
- (c) be of even width; and be taper trimmed to conform to the overall hairstyle.

(3) Moustaches shall:

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



Hair - Male Cadets

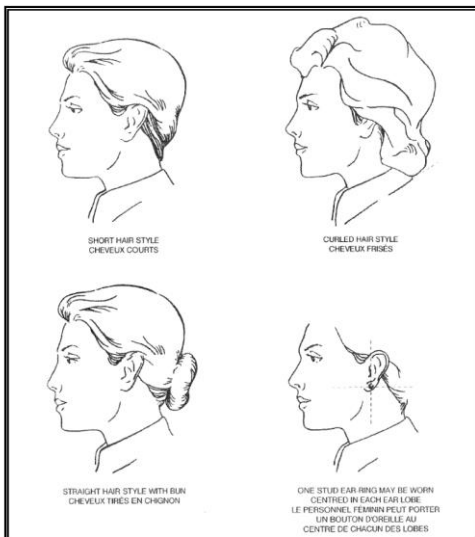


Beards and Mustaches - Male Cadets

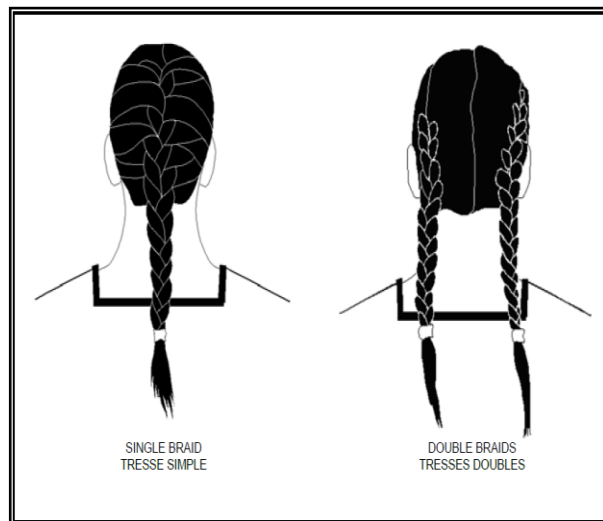
HAIR POLICY FEMALE

(1) Hair

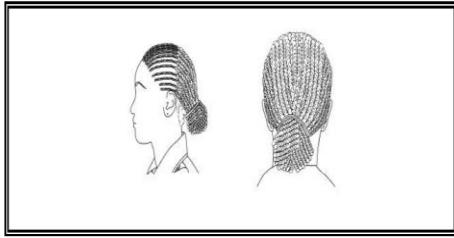
Will be kept neatly groomed and shall not extend below the lower edge of the jacket or shirt collar. Varying hairstyles, straight or curled, are permitted within these limits, but exaggerated or bizarre styles, including those with excessive fullness or extreme height, are not authorized. In no case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



Hair - Female cadets



Braids - Female Cadets



Comrows - Female Cadets

B. Female Cadets

(1) Hair

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

(2) Makeup

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

(3) Jewelry (males and females)

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

(e) Any piercing other than standard ear lobe is considered unauthorized and is not allowed (including tongue), subsequently covering unauthorized piercing with a band aid is **not** acceptable.

The following are the proper orders of dress:

	Cadets	Officers	Civilians
Regular training night (Winter Dress)	C4	NCD/3C	CASUAL
Regular training night (Summer Dress)	C4	NCD/3B	CASUAL
CD's/Annual Ceremonial Review	C1	1A	BUSINESS FORMAL

PROMOTION POLICY

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

HEALTH CARDS

All cadets are required to be in possession of their own individual health care card while undergoing any cadet training or participating in any cadet related activity.

AWARDS & RECOGNITION

Policy:

The Commanding Officer has appointed the Administration Officer, as the Corps Honours and Awards Chairman. Each member of the officer staff will be an active member of the awards committee and shall have an equal vote regarding all corps awards.

The Chairman will accept all nominations for corps awards on behalf of the CO prior to the annual honours and awards meeting.

The Chairman will schedule an awards meeting to decide on award recipients NLT 1 April of each training year. All adult staff are members of the awards committee.

The Commanding Officer will be the final approving authority for all awards and may exercise veto if he/she desires.

See each award for individual criteria and for info regarding who is responsible for award nominations.

List of Corps Awards presented annually at the ACR

- 1) Bravo Zulu for deserving cadets (special award)
- 2) The Boatswain Award for the best two junior ratings in each Division
- 3) The Best Shot
- 4) The Most Outstanding Bandsman Award
- 5) Attendance Awards

Medals that can be presented at the ACR

- 1) The Lord Strathcona Medal;
- 2) The RC Legion Medal of Excellence;
- 3) The Navy League Long Service Medal; and,
- 4) The Navy League Medal of Excellence.

All nominations for the Strathcona Medal must be submitted to the Awards Chairman by 1 Jan of each training year. See medal criteria.

All nominations for the RC Legion Medal of excellence must be submitted to the Awards Chairman by 1 Feb of each training year. See medal criteria.

All nominations for the Navy League Long Service Medal must be submitted to the Awards Chairman by 30 March of each training year. Nominations for this medal are made by the Adm O based on the cadets service record on file on FORTRESS.

Voting and debating policy

When an officer, CI, or CV and a cadet(s) from the same family are members of RCSCC Woodstock a conflict of interest does exist regarding corps awards. Therefore, corps officers and adult staff cannot nominate their own children for any award. An officer who is related to a cadet nominated for an award cannot participate in any debate or discussion involving that award. Nor does the officer have a vote for that award. To avoid conflict, the Honours and Awards Committee Chairman may ask the related officer to leave the meeting place during debate and voting.

The Chairman of the RCSCC WOODSTOCK Honours and Awards Committee is responsible for the upkeep, maintenance and repairs of all awards and trophies. They are also responsible to have the awards prepared and on location for the ACR.

Award Criteria

Any questions regarding awards, the award criteria, the nomination process or medals can be directed to the CO, the Administration Officer.

Eligible Medals

Medal #1 The Lord Strathcona Medal

Presented to a cadet deemed to be an excellent cadet overall who is physically active and participates in sports either at cadets, at school, with private clubs or teams or any combination. This is the senior medal given to a cadet except for bravery medals.

The cadet must have good attendance, be active, have completed phase IV, and be an example to all other cadets in the corps.

They should be an excellent leader and have the respect and trust of both the officers and cadets. The CO must approve the nominee and recommend them.

We may recommend and present only one Strathcona Medal per Training year.

We may not recommend the same cadet for the Strathcona Medal in the same training year.

Medal #2 The Royal Canadian Legion Medal of Excellence

Presented to a cadet deemed to be an excellent cadet.

This is the second most senior medal given to a cadet except for bravery medals.

The cadet must have good attendance, be active in all cadet activities, have completed phase IV, be community service minded and be a good overall cadet.

They should be a trusted leader and be a good role model for our corps cadets.

The CO must approve the nominee and recommend them to the Legion and Region.

We may recommend and present only **one** RC Legion Medal of Excellence per Training year.

We may not recommend the same cadet for the RC Legion Medal of Excellence in the same training year.

Medal #3 The Navy League Long Service Medal (sea Cadet Medal)

Presented to any sea cadet of any rank who has **completed** four (4) years or more of accumulated cadet service.

Service time towards this medal does not have to be continuous and can be attained from all three elements of cadet service.

Only the last six months of service has to be with a sea cadet corps.

Cadets cannot hold more than one cadet long service medal for four years service.

There are now clasps for this medal for additional years of cadet service.

Medal #4 The Navy League Medal of Excellence (Sea Cadet Medal)

Presented to the most proficient sea cadet in each Division (Ontario).

To be eligible for this medal, the cadet must be nominated by their Corp officers and must have:

Attained a minimum of 80% attendance in all corps activities in the current training year.

Achieved the rank of PO2 or higher.

Consistently set an outstanding personal example of dress and deportment.

Be an excellent leader and be an example to all other cadets.

Demonstrate a thorough grasp of cadet training, as indicated by promotions, knowledge, and previous awards.

Demonstrated good citizenship through community service activities.

The Award is in the form of a NL certificate and a medal to be worn on the cadet uniform. All NL Branch Award nominations will be reviewed and the best cadet will be selected by the Ontario NL Division. The National Office issues the Award and the Award is presented by the NL Branch at on suitable occasion.

The corps awards committee decides if a cadet is worthy of nomination to the NL Division. The CO completes a NL (104) E, and then the nomination form is sent to the NL Woodstock Branch who in turn sends the nomination to NL Ontario Division

Attendance Awards

Nomination for this award comes from the Administration Officer.

Presented to the cadet(s) who have the appropriate level of attendance at all mandatory training events and parades as indicated by the corps attendance records on FORTRESS during the current training year.

Should display a good overall attitude.

Should have good dress and deportment.

Perfect: 100% only Trophy or plaque with name on corps trophy

Gold Level: Between 95 and 99% Gold medal

Silver Level: Between 90 and 94% Silver medal

Bronze level: Between 85 and 89% Bronze medal

CONDUCT & DISCIPLINE

GENERAL INFORMATION

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

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

CELL PHONES.

Cadets may bring cell phones to cadet training and activities. However they do so at their own risk. Cell phones must have the ringers turned off while on parade or in class. Cadets shall not use their cell phones while on parade or during training or classroom instruction. Cell phones may be used during stand easy, during breaks and for emergencies. Cadets who violate this policy shall have their cell phones confiscated and returned to their parent at the end of the cadet training activity. Cadets should not take cell phones out on the water for “water” activities but may do so at their own risk.

PAYING COMPLIMENTS

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

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

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

The following areas are deemed saluting areas onboard our ship:

Outside of the building.

The Parade Square.

When passing through the Quarterdeck onboard RCSCC Woodstock (doorway onto the deck).
Upon entering or leaving an officer's cabin (office) when there is an officer present.
All adults will be addressed as Ma'am or Sir (including cadet's parents) while onboard.

Cadets do drill as a form of self discipline and to gain an immediate response to a command. An organization cannot expect group discipline without first having its members achieve good self discipline. This is very important for sailing and safety in a boat as cadets are expected to react quickly to orders so as to not injure themselves or others.

SMOKING

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

ALCOHOL

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

DRUGS

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

POSITIVE SOCIAL RELATIONS FOR YOUTH (PSRY)

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

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

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

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

The Unit Cadet Conflict Management Advisor (UCCMA) for RCSCC WOODSTOCK is:
Sub Lieutenant Nancy Wright.

ATTENDANCE POLICY

General attendance for mandatory training:

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

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

Band Practices – cadets who are issued a corps owned instrument are expected to attend band practices on Thursday. These practices ensure that the Ship's band is prepared for the many events, parades and inspections that the band may participate in.

Mandatory Events – It is mandatory for cadets to attend poppy distribution in Nov, the Remembrance Day service on Nov 11th, the Battle of Atlantic Parade on the 1st Sunday in May and our own Annual Ceremonial Review. These all count towards training training and perfect attendance.

Perfect Attendance:

There are awards at the end of the training year for perfect attendance. The criteria for this award are no absences, excused or otherwise for Tuesday night parades. In addition the cadet must have completed all training requirements and all mandatory events. There is a nominal roll taken at every event and it is the cadet's responsibility to ensure he/she is marked as present.

Selection Process for Fun/Optional Activities:

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

- Corps Attendance at mandatory training/support training activities
- Cadet Attendance at optional training
- Cadet Attendance at Fund raising activities
- Cadet Deportment/discipline
- Sufficient rank structure to support event (if necessary structure is not met)

Cadet time in program (if necessary)

*note: parental involvement has no bearing on the selection process.

DIRECTED OPTIONAL TRAINING

BAND

Band is open to all cadets that present interest in learning and playing music. Throughout the training year, band seminars occur that assist in the learning of music. Success requires hard work and dedication at home and training nights.

RANGE/MARKSMANSHIP TEAM

Range is open and available to all cadets interested. . In the past we have had cadets qualify for the Provincials and our goal is to have cadets advance to Nationals. Success requires dedication and eagerness to achieve the various marksman levels.

SPORTS

Sports and fitness is an important part of cadet training and scheduled into the normal training and on special occasions for weekends.

SAILING AND SAILING LEVELS

Throughout the training year, cadets will be offered the opportunity to participate in Sailing at the Regional Sailing Center in Hamilton and right here at our sail centre. Cadets are expected to obtain certain sail levels for promotion. Note: CANSAIL Level II is required later in the cadet career in order to achieve the rank of Petty Officer First Class. RCSCC WOODSTOCK is indeed fortunate to have our sail centre. The NL Branch offers sailing from June to August.

SUMMER TRAINING

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

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

and for junior level courses, the deadline is typically in early February. We cannot accept applications after the deadlines.

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

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

O CANADA

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

GOD SAVE OUR QUEEN

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

Heart of Oak

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

Chorus:

*Heart of oak are our ships, jolly tars are our men,
We always are ready, Steady, boys, steady,*

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

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

Chorus:

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

Chorus:

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

NAVAL PRAYER

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

A short Glossary of common Naval Terms and Sayings Know Your Ship!

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

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

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

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

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

BULKHEAD: A wall

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

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

DECK: the floor

DECKHEAD: the ceiling

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

GASH: garbage

GASH CAN: garbage can

HEADS: toilets

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

KYE: hot chocolate drink.

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

MUSTER: Form up and take attendance.

NUMBER ONE: The Executive Officer

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

SCRAN LOCKER: Stowage for kit left lying about (Lost and found).

SCUTTLE-BUTT: Rumors or gossip.

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

Background Of the Royal Canadian Sea Cadets.

Early days

In 1895, due to concern over the Royal Navy's ability to provide adequate naval defence, concerned citizens formed the Navy League, to promote interest in the problems of maritime trade and defence. The League formed local branches throughout the United Kingdom and in other countries of the British Empire. The earliest Canadian branch was formed in Toronto. Its warrant (Warrant No. 5) is dated December 10, 1895, and currently hangs in the Navy League (of Canada) National Office.

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

Evolution

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

Girls

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

Memorial

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

- Donated as a tribute to all national presidents of the Navy League of Canada for the proven love of country

in promoting patriotism... sea power ... youth training, the window bestows 'Honour and Glory to patriotic

citizens who have and will serve Canada.' The window features images of the Royal Canadian Sea Cadets,

Navy League Cadets and Navy League Wrenettes.

- In memory of David H. Gibson, C.B.E. National President, Navy League of Canada, 1938-1952 a stained

glass window features images of a young sailor and God behind the ships' wheel. The window is dedicated

to Canadians who in defence of the country went down to the sea in ships. The window includes a poem by

H.R. Gillarm: "Proudly in ships they sailed to sea. Ahead their goal, perhaps eternity. But with God as their

pilot they had no fear facing all danger as their course was clear. Their cargo? The record of their life. Some good, some bad, some peace, some strife."

Navy League today

In 1995, the Navy League of Canada celebrated its 100th Anniversary. The League promotes the same subjects

today, as at its founding: knowledge of, and support for, maritime interests. On a national level, the League supports

the International Exchange Program, certain scholarships, and the Nation

Royal Canadian Sea Cadets badge.

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

worn on a black beret. The anchor represents the sea, the sea cadets and the association with the Royal Canadian

Navy. It is surrounded by rope and ten maple leaves. Each leaf represents one of the ten provinces. The crown on

top is that of a naval cornet which is made up of ship's parts, masts and sails



TOAST OF THE DAY

Monday	Our Ships
Tuesday	Our Sailors
Wednesday	Ourselves
Thursday	Our Navy
Friday	Our Nation
Saturday	Our Families
Sunday	Absent Friends

RCSCC WOODSTOCK

Unit Trivia

Corps Name: Royal Canadian Sea Cadet Corps WOODSTOCK

Named after: HMCS WOODSTOCK

- a) PENDANT K238
- b) CORVETTE FLOWER CLASS

CORPS MOTTO: READY AYE, READY

Corps Colours: BLUE, WHITE, GOLD

Sister Corps: RCSCC LOUISBOURG, NOVA SCOTIA

SUPPORT LANDING ON D-DAY, AMERICAN LANDING AT OMAHA BEACH

HISTORY OF THE CORPS

The Royal Canadian Sea Cadet Corps OXFORD was officially opened April 12, 1957. Her first Commanding Officer was a veteran of RCSCC ACHILLES, Lt Jack Donmoyer. On February 13, 1963, the Corps was renamed RCSCC WOODSTOCK. The reason for changing the name of the Royal Canadian Sea Cadet Corps is that it formerly took in all of Oxford County. In addition, it is customary to name a division after some ship, if possible. There was a corvette named after the city, HMCS WOODSTOCK, that the townspeople “adopted” during the last war.

The Corps met at the Woodstock Armouries. Cadets wore the traditional navy-blue uniforms, much the same as in recent years except the trousers were pressed into seven horizontal creases representing the Seven Seas and instead of gunshirts, they wore black T-shirts in the winter. Sea Cadet Officers wore the same uniforms as the regular Navy distinguished by a small fouled anchor above the braid in place of the executive curl of the RCN officers.

Through the years WOODSTOCK has found a home in three different locations. First was the Woodstock Armouries, now the Board of Education offices. We shared these headquarters with the local militia unit, the Oxford Rifles, and the old Army Cadet Corps. When the militia unit was closed, the Department of National Defence sold the building and the Sea Cadets found a new home and for 6 years WOODSTOCK paraded in the Horticultural Building at the fairgrounds

This building was long and narrow with the parade deck at the south end, classrooms between the two doors, and offices at the north end. Since we only rented this building and it was used for other programs during the summer, no permanent classrooms or offices could be put in.

These facilities became too expensive for the corps to maintain and in the fall of 1976, WOODSTOCK moved to its present location in the pavilion in Southside Park. Furnaces and lights were installed into the building and permanent cabins were built around the perimeter of the parade deck which house the Ship’s Office, Captain’s Cabin, Ship’s Stores, Training Cabin, Heads, Wardroom, Galley, and the Chiefs and PO’s Mess.

In March of 1978 WOODSTOCK was named Central Region Sailing Centre #10. Five Petrel class sailboats and a small rescue boat were provided by Sea Operations in CFB Trenton for use by all the cadet corps in the Woodstock area, with WOODSTOCK placed in charge of the operation of this centre.

On 17 July 1975, a directive was sent out by Navy League saying that girls are not to be attached to Sea Cadet Corps until DND authorizes and then only if the Commanding Officer and sponsor agree there is adequate “ablution facilities”. There was some controversy over having girls at night in such a remote location at the fairgrounds, however, agreement was soon reached and in October 1975, female Sea Cadets appeared on the parade deck. Although provisions had been made nationally for females to wear Wrenette uniforms, a modified Wren uniform, or the Sea Cadet uniform with a skirt instead of bell-bottoms, the staff at WOODSTOCK opted for having all the cadets, male and female, wear the same uniform.

One of the unique Part II Training programs run by WOODSTOCK is a self-defence course (Jiu-Jitsu). The girls were found to do just as well as the boys in this extra-curricular activity.



PAST COMMANDING OFFICERS 153 WOODSTOCK

1957-59	Lt J Donmoyer
1959-62	Lt J Truscott
1962-63	Lt K Bourel
1963-66	Lt L Wright
1966-70	Lt W Denniston
1970-73	Lt J Macmillan
1973-75	Lt L Wright
1975-76	Lt(N) G Conlon
1976-77	SLt K Hill
1977-	Lt(N) E Moulton CD
	Lt(N) Brent Henderson
1988	Lt(N) Ken Eckensweller
	Lt(N) Ken Albert
2001-02	Lt(N) R Millie
2002-06	Lt(N) Pat Sullivan
2006-10	Lt(N) Pat Andriash
2010-14	Lt(N) Linda Taylor CD
2014-	Lt(N) Kevin Lockhart CD