

## **NAVY LEAGUE OF CANADA ONTARIO DIVISION**

### **DIVISION ROUTINE FOR NAVY LEAGUE CADET CORPS**

#### **1. PURPOSE**

- 1.1 The purpose of this order is to give guidance and instruction to Navy League Cadet Corps in the correct procedures to be followed in the conducting of the Divisions Routine.
- 1.2 This order provides the procedures that are unique to the shipboard environment of Navy League Cadets

#### **2. DEFINITIONS**

- 2.1 DIVISIONS: The assembling of the Ship's company at the start of the day or drill night.
- 2.2 EVENING QUARTERS: The assembling of the Ship's company at the end of the day or drill night.
- 2.3 COLOURS: The evolution of raising the flag at divisions.
- 2.4 SUNSET: The evolution of lowering the flag during evening quarters.
- 2.5 BENT ON: A flag has been attached to the halyards and is ready to be hoisted.
- 2.6 CLOSE UP: The full extent of the halyard with the head of the flag touching the block.
- 2.7 SHIP'S ENSIGN: The National flag of Canada.
- 2.8 JACK: The Navy League of Canada flag.
- 2.9 SHIP: The training facility of any Navy League Cadet Corps.
- 2.10 STILL: A command which is made with a boatswain's call and used in any situation where proceedings must be stopped immediately. In areas where safety is concerned, all activity ceases. On parade

all personnel on or in the vicinity of the parade assume the position of attention. In both cases, all personnel face the direction from which the order originated. The "still" can be ordered by verbal order, on the Boatswain's call, on a bugle or on the parade whistle. In the latter cases, the command consists of a high steady note lasting eight (8) seconds.

Personnel are to remain at attention until the order "CARRY ON" is given. The "carry on" command consists of one-half second high note, quickly changing into a one-half second low note.

2.11 LEGEND:

C.O.	Commanding Officer
X.O.	Executive Officer
O.O.D.	Officer of the Day
D.O.	Divisional Officer
C.P.O.	Chief Petty Officer
R.P.O.	Regulating Petty Officer
Q.M.	Quartermaster
D.P.O.	Divisional Petty Officer
D.SIG.	Duty Signalman
MESS.	Duty Messenger
SUPS.	Supernumerary Officers

3. GENERAL

3.1 This outline may vary from the actual prescribed routine. This is done to allow the most effective use of the time available in a short training night. The basic ceremony is the same.

C.P.O.	Markers & Special duty men fall in.	Markers fall in, line abreast three paces in front of C.P.O. Ship's Company musters around the perimeter of the parade square. Special duty men assume their positions and ready the bell, ensigns and late book.
C.P.O.	Markers shoulder dressing, right dress	
C.P.O.	Eyes front	
C.P.O.	Markers Number	
C.P.O.	Number 1 turning right, remainder turning left, left and right turn.	

C.P.O.	Markers will open at ....column/spot distance. Number one stand fast, remainder quick march	Markers move off. March # paces indicated then stop. (Could possibly stop on spot markers).
C.P.O.	Number 1 standing fast, remainder about turn	<ol style="list-style-type: none"> <li>1. C.P.O. dresses markers.</li> <li>2. C.P.O. marches to centre of parade.</li> <li>3. Gives order "Markers - Left Turn</li> </ol>
C.P.O.	Ships company Fall In.	<ol style="list-style-type: none"> <li>1. Ship's company comes to attention.</li> <li>2. Observes the standard pause.</li> <li>3. Stepping off with the left foot marches to their division.</li> </ol>
D.P.O.	Division Stand at Ease.	
D.P.O.	Division Attention	
D.P.O.	Division Right dress.	
D.P.O.	Eyes front.	
D.P.O.	Stand at ease	
C.P.O.	Ship's company Attention	
C.P.O.	March on the Band	
D.P.O.	Div. Attention. Answer to your name. Stand at ease.	<ol style="list-style-type: none"> <li>1. Each person when hearing their name comes to attention and answers P.O.</li> <li>2. Person stands back at ease.</li> </ol>
C.P.O.	Messenger (If necessary).	Sends compliments to O.O.D. Ship's Company mustered & ready for Colours/Sunset.
C.P.O.	Ship's company Stand at ease.	Waits for the O.O.D.

C.P.O.	Ship's company, Attention.	
C.P.O.	.	<ol style="list-style-type: none"> <li>1. At appearance of O.O.D.</li> <li>2. Remainder of officer's fall in on quarterdeck or next to the dais.</li> </ol>
C.P.O.		<ol style="list-style-type: none"> <li>1. Reports the ship's company to the O.O.D.</li> <li>2. C.P.O. takes his position approximately two paces to the right of the first division.</li> </ol>
O.O.D.	Ship's company Stand at ease	
O.O.D.	Ships company Attention	All come to attention.
O.O.D.	Fall in the officers. Special duty men stand at ease.	<ol style="list-style-type: none"> <li>1. Officers salute.</li> <li>2. March to their respective division. Come to a halt in front of the D.P.O. who does not change his/her position. The D.O. proceeds to take over the division.</li> <li>3. D.P.O. takes position at rear of division.</li> <li>4. Supernumerary officers stay on the Quarterdeck or beside the dais.</li> </ol>
D.O.	Division Stand at ease.	
D.O.	Division Attention	
O.O.D.	Divisional Officers, report your division.	
D.O.		<ol style="list-style-type: none"> <li>1. March up to the O.O.D.</li> <li>2. Reports division to O.O.D.</li> <li>3. Marches back to Division.</li> </ol>
D.O.	Division Stand at ease	Awaits arrival of X.O.
O.O.D.	Ship's Company Attention	
O.O.D.	Messenger	Sends compliments to X.O. ship's company mustered ready for colours/sunset.

O.O.D.	Ship's Company Stand at ease	
O.O.D.	Ships company Attention	On arrival of X.O.
O.O.D.		<ol style="list-style-type: none"> <li>1. Reports ship's company to X.O. and turns parade over to him/her.</li> <li>2. Takes his/her place on deck next to the C.P.O.</li> </ol>
X.O.	Ships company Stand at ease. Ships company Attention.	
X.O.	Messenger	Sends his/her compliments to the Commanding Officer, ship's company standing by ready for colours/divisions/sunset etc.
Mess.		<ol style="list-style-type: none"> <li>1. Reports the X.O.'s compliments to the C.O.</li> <li>2. Return to the X.O. with the C.O.'s reply if necessary.</li> <li>3. Takes his/her place on deck.</li> </ol>
X.O.	Ship's company Stand at ease.	
X.O.	Ship's company Attention.	
Q.M.	Commanding Officer approaching Sir/Ma'am.	As the C.O. approaches.
X.O.		<ol style="list-style-type: none"> <li>1. C.O. takes position.</li> <li>2. X.O. reports to the C.O.</li> <li>3. Goes back to his/her position.</li> </ol>
X.O.	Quartermaster	Q.M. responds with "One minute to colours/sunset Sir/Ma'am".
X.O.	Ship's company facing Aft, ..... turn.	
Q.M.	Colours/sunset Sir/Ma'am.	<ol style="list-style-type: none"> <li>1. Q.M. salutes as this is said</li> <li>2. X.O. returns the salute and replies, "Very good, make it so".</li> </ol>

		3. Signalmen raise/lower the colours. (Flags are raised to the top of the mast with the Canadian Ensign the highest at all times). (Bells are only rung if the timing is appropriate).
X.O.	Sound the Carry On	Q.M. pipes carry on.
G.D.O.		1. Salute finish. Salute is dropped at the completion of the pipe 2. Signalmen secure halyards.
X.O.	Ships company facing inboard ..... turn	
X.O.	Ship's company Remove head-dress	Except Band
X.O.	Ship's company Stand at ease.	
X.O.	Stand Easy	1. X.O. assumes the same position as the ship's company. 2. Leads the ship's company in the Naval Prayer. 3. X.O. & C.O. replace headdress
X.O.	Ship's company Attention	
X.O.	Ship's company Replace head-dress	
X.O.	Ship's company Stand at ease	
X.O.	Ship's company Stand easy, square away.	Ship's company squares away their headdress
X.O.	Ship's company Attention	
X.O.		X.O. reports to the C.O. that colours and prayers are completed and asks if there is anything further. Should the C.O. decide that there will be an inspection the following will happen.
X.O.	Ship's company will be inspected.	1. The D.O.'s will about turn and face their Division.

	Open order march.	<ol style="list-style-type: none"> <li>2. The Division will Open order march.</li> <li>3. The D.O.'s will about turn and take their correct placement.</li> <li>4. The C.O. or who is to inspect the ship's company will then proceed to the first division to be inspected (which should be the first Division to the left hand side of the dais) and carry out the inspection. <b>The X.O. and the C.P.O. remain in their place.</b></li> <li>5. On completion of the inspection the Inspecting officer will return to the dais and the C.O. will call for the X.O.</li> </ol>
X.O.	Ship's company Attention. (if necessary)	<ol style="list-style-type: none"> <li>1. Ship's company come to attention.</li> <li>2. X.O. reports to the C.O. and receives instructions.</li> <li>3. If there is nothing further the C.O. will depart the dais. We carry on as though there is nothing other than classes.</li> </ol>
X.O.	Officer of the Day	<ol style="list-style-type: none"> <li>1. O.O.D. reports to the X.O.</li> <li>2. X.O. tells the O.O.D. to fall out the officers then dismiss the Ship's company to their duties.</li> <li>3. The X.O. then leaves the drill deck.</li> </ol>
O.O.D	Ship's Company Stand at Ease - Attention. Fall out the Officers and Civilian Instructors.	<ol style="list-style-type: none"> <li>1. All Officers will salute, the officers and C.I.'s will make a right turn and march off the drill deck.</li> <li>2. The D.P.O.'s take their post at the front of the division.</li> </ol>
O.O.D.	Chief.	<ol style="list-style-type: none"> <li>1. C.P.O. reports to X.O. Receives instructions.</li> <li>2. O.O.D. leaves drill deck.</li> </ol>
C.P.O.	Ship's Company Stand at ease - Attention.	C.P.O. relays any instructions that are necessary.
C.P.O.	March off the Band	

C.P.O.	Ship's company Dismiss/Fall out for Liberty Boat.	<ol style="list-style-type: none"> <li>1. Ship's company right turn, observe the standard pause, <b>DO NOT SALUTE</b>, and march off.</li> <li>2. At Sunset pick up personal gear and fall in for Liberty Boat.</li> </ol>
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### **EVENING QUARTERS**

The routine is similar except it is called Evening Quarters or Sunset. The flag is lowered. There are no prayers. The C.O. does not inspect but may address the ship's company. When the ship's company is dismissed, they get their coats, stow their gear and fall in for Liberty Boat. They are dismissed totally from Liberty Boat.

### **NOTE**

1. This is a general drill routine. If a corps has to manage with fewer personnel, then adjustments will have to be made.
2. If you do not parade a guard regularly, then disregard any guard orders.
3. Following is the basic wording for reporting a division. Just fill in the appropriate word(s) in the blanks.
  - i. Salute.
  - ii. Good evening (*Sir or Ma'am*), (*your rank and last name*) reporting (*name of your division*), mustered and standing by for (*colours or sunset or evening quarters*). Permission to carry on?

*(example: Good evening Sir. Petty Officer First class Roberts reporting. Skeena division mustered and standing by for inspection. Permission to carry on?)*

*Carry on.*

*Aye, aye, Sir.*
  - iii. BEFORE YOU LEAVE DO NOT FORGET TO SALUTE.

**NOTE DO NOT TURN YOUR BACK ON THE PERSON TO WHOM YOU ARE REPORTING.**