



NLCC Compass Rose

Standing Orders

168 NLCC Compass Rose
Ship's Standing Orders

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

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Commanding Officer
NLCC Compass Rose

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1.1. Definitions

1.1.1. The word:

- 1.1.1.1. "may" will be used as permissive; and
- 1.1.1.2. "shall" will be used as mandatory;

1.1.2. Unless otherwise qualified:

- 1.1.2.1. the word "Branch" will refer to the Halton Hills Branch of the Navy League of Canada
- 1.1.2.2. the word "Corps" will refer to Navy League Cadet Corps 168 COMPASS ROSE;
- 1.1.2.3. the word "Officer" will refer to a member of the Cadet Instructors or Civilian Instructors (CI) assigned to or volunteering with NLCC COMPASS ROSE;
- 1.1.2.4. the word "Cadet" will refer to a male / female member of NLCC COMPASS ROSE;
- 1.1.2.5. the words "Ship's Standing Orders" will refer to orders as authorized by the present Commanding Officer.

1.2. General

- 1.2.1. The Navy League of Canada provides for the existence of Navy League officers. Navy League officers undergo training specifically related to working with youth and cadets.

1.3. Aim

- 1.3.1. One of the aims of the Navy League of Canada is to develop in youth the attributes of good citizenship and leadership, to promote physical fitness, and to stimulate their interest in the Royal Canadian Cadet movement as detailed in NL_24e.

1.4. Administrative

- 1.4.1. NLCC Compass Rose is administered by the Navy League of Canada, Ontario Division.

1.5. Command and Control

- 1.5.1. All officers are responsible to the Commanding Officer and the Branch. The appropriate chain of command shall be maintained and utilized at all times.
- 1.5.2. The Commanding Officer of the Corps is the commanding officer of cadets and the supervisor of the corps' officers, civilian instructors, and volunteers.
- 1.5.3. The Branch is responsible to Ontario Division of the Navy League of Canada.

1.6. Ship's Standing Orders

- 1.6.1. The Commanding Officer, when necessary, shall institute, amend or cancel any Ship's Standing Order.
- 1.6.2. Ship's Standing Orders shall not supersede any Navy League of Canada regulation or Ontario Division ODI.

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2. **“SHIP'S STANDING ORDERS”**

2.1. **Chain of Command**

- 2.1.1. The Commanding Officer may appoint an Officer as Second in Command. This person shall be known as the Executive Officer. In the absence of the Commanding Officer, the Executive Officer will assume temporary command.
- 2.1.2. In the absence of the Commanding Officer and the Executive Officer, the Officer of the Day (OOD) will assume temporary command.

2.2. **Building Security and Regulations**

- 2.2.1. Every Officer and Cadet shall protect and preserve all buildings and properties owned, leased or loaned by the Navy League of Canada, the Department of National Defence, another Navy League Cadet Corps, or any visited premises.
- 2.2.2. The OOD shall ascertain the identity of all visitors and to note the same in the Ship's Log. Unidentified persons are not to wander about the ship unaccompanied.
- 2.2.3. It shall be the duty of the OOD or Officer in Charge (OIC) to secure buildings and grounds upon completion of training or activities.
- 2.2.4. Any officer securing buildings and training areas shall ensure all fire doors are closed, outer doors are closed and locked, all lights are turned off and the alarm system, if applicable, is activated.
- 2.2.5. Cadets are not to be left unsupervised while waiting for parents; the OOD or OIC shall wait until all cadets have been picked up and ensure there is an officer of each sex available if cadets of both sexes are present.

2.3. **Safety Precautions**

- 2.3.1. It is the responsibility of the Officers to ensure safety while engaged in the training of Cadets. Officers directing training and activities shall have a full knowledge of applicable rules / regulations. If they have questions relating to safety they should be sent up the chain of command.
- 2.3.2. Officers conducting training will ensure they have read and understood the pertinent rules and regulations.

2.4. **Emergencies**

2.4.1. Fire:

- 2.4.1.1. Upon the ringing of the fire alarm, alarm system, or a verbal report indicating a fire, all persons are to orderly vacate the premises. They will muster in the parking lot to the east of the Legion as per the fire emergency plan. The Officer of the Day shall bring the Ship's log and nominal roll to the evacuation area if practicable.
- 2.4.1.2. The senior Officer present shall be responsible for accounting for all persons aboard engaged in Navy League activities. The senior Officer present shall also report to the Fire Department once they have arrived on scene.
- 2.4.1.3. No person shall return to the premises until authorized by the senior member of the Fire Department or his/her designate.

2.5. **Accident or Illness:**

- 2.5.1. In the event of an accident or serious illness, the attending Officer shall:
 - 2.5.1.1. administer first aid if qualified to do so or supervise the administration of first aid by a qualified first aider;

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- 2.5.1.2. if required, obtain primary medical care by transporting the injured / ill person to a Hospital or by calling emergency services (typically at phone number 911);
- 2.5.1.3. request the administration officer obtain a copy of the medical records for the affected person/s.

2.6. Keys

- 2.6.1. Keys for common areas will be issued to designated officers as determined by the Commanding Officer.

2.7. Communications

- 2.7.1. All external correspondence shall be handled by the Commanding Officer. This includes all communication with the National, Ontario Division, the Branch, and with the public. The Commanding Officer may authorise Corps personnel to make external communications.
- 2.7.2. All incoming mail shall be handled by the Commanding Officer.
- 2.7.3. All officer cell phones shall be silenced at the beginning of the parade night and shall only be used for urgent communications. They may be returned to service at the end of the parade night.
- 2.7.4. Cadets may only use cell phones with the permission of the Officer in Charge.

2.8. Uniform, Dress and Deportment

- 2.8.1. Uniforms are intended to be worn only for official unit training. Permission may be granted for the wearing of uniforms for non-cadet related activities by the Commanding Officer.
- 2.8.2. Dress and grooming shall conform to the standards established by Navy League Dress Regulations for Cadets and Officers NL_226e.
- 2.8.3. Cadets not arriving in proper uniform may be asked to exchange or remove non regulation items or in the extreme case, not participate in cadet training. This includes wearing of jewellery, makeup, and haircuts not authorized in NL_226e.
- 2.8.4. Cadets will be expected to meet the minimum standards for dress and deportment in order to be eligible for promotion.

2.9. Discipline and Behaviour

- 2.9.1. All discipline and behaviour issues with officers will be dealt by the Commanding Officer. All actions taken will be in accordance with regulations NL_8e and NL_222e in consultation with Ontario Division.
- 2.9.2. All discipline and behaviour issues with cadets will be dealt with by the appropriate officer in charge, nominally the Executive Officer. Serious issues will be immediately referred to the Commanding Officer by the Executive Officer. All actions taken will be in accordance with regulations NL_8e and NL_222e.
- 2.9.3. Issues and concerns not involving behaviour shall be addressed at the lowest appropriate level. When a minor issue occurs, such as uniform standard, it shall be addressed by the Divisional Petty Officer (DPO). The DPO shall always inform the Divisional Officer of any issues. All incidents of a significant minor nature shall be recorded and placed in the cadet's personal file by the Divisional Officer.
- 2.9.4. If a cadet has repeated behavioural issues or behavioural issues that are serious in nature, the cadet shall first be given a formal caution by the Executive Officer and the issues will be discussed with the cadet's parents/guardians.
- 2.9.5. If the behaviour does not improve or declines from this point, a performance review will occur with the Commanding Officer. The Commanding Officer will interview the cadet and their parents/guardians and decide what actions to take. Actions that may be taken include demotion, denial to participate in training activities, suspension, or release.
- 2.9.6. Complaints or concerns involving harassment or abuse will be immediately brought to the attention of the Executive Officer. They may then be delegated to one of the CHARM officers as

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appropriate. The Executive Officer will inform the Commanding Officer with respect to these complaints or concerns.

- 2.9.7. Any instance of abuse or suspected abuse is also to be dealt with by the Children's Aid Society and Police as detailed in NL_222e.

2.10. Attendance and Punctuality

- 2.10.1. Officers are to notify the Commanding Officer, or his/her designate, in a timely fashion, that they will be late or absent from any cadet activity.
- 2.10.2. Officers are to strive to display proper punctuality at all times. Cadets can only be expected to make timings if Officers show they can do the same.
- 2.10.3. Attendance shall be taken AFTER colours by the Administration Officer, or his/her designate. The attendance will be conducted by having:
- 2.10.3.1. the responsible officer pick up the attendance sheets and clip board from the administration officer;
 - 2.10.3.2. the cadets remaining in their appropriate division;
 - 2.10.3.3. the responsible officer calls the names of the cadets on the attendance sheet;
 - 2.10.3.4. the cadets answer to their name being called by saying "Sir/Ma'am" as appropriate;
 - 2.10.3.5. the responsible officer will mark the attendance on the attendance sheet, and return the clip board to the Administration Officer.

2.11. Ship's Routine

2.11.1. Colours:

1830 –

Cadets should begin arriving. All the ship's company are to salute as they come on board the ship (i.e. step on to the parade deck). They are considered to be on board the ship until the end of the evening even if they have to go outside during the parade night. Cadets should store their belongings on the tables in the North West corner of the parade deck. Any parents that stay for the evening should also sit in this area. If the coxswain (CPO) is not in attendance, the Regulating Petty Officer (RPO) will assume his/her responsibilities.

1845 –

Ensure that the door to the indoor and outdoor stores rooms are unlocked as necessary.

The CPO will select cadets to retrieve the yard arm, the stand easy snacks, the ship's clock, the office divider, and any other required items from stores. Officers shall provide informational assistance and supervision.

Ensure the indoor store room filing cabinet has been unlocked.

Retrieve the colours and boson call from the store room filing cabinet. They are stored in a white plastic container. This container will also hold the boson's call.

The/each DPO will select the cadet to be the Division Marker. As a default this will be the tallest cadet present in the division at that time.

The yard arm goes in front of the movable wall

1850 –

The CPO will select the cadets who will be the Signaller, Messenger, and Quartermaster (QM). The QM will retrieve the boson's call from the flag container. The signal person will raise or lower the colours, the messenger will take messages from the deck to the office, and the quartermaster will pipe.

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Remind the Signalperson that the Canadian flag goes on the ensign stay halyard (the part of the yard arm that sticks out to the front). The flags are bent on the halyards with the pegs and rope eyes. The Navy League Ensign is flown on the port halyard. The preparatory flag is flown on the starboard halyard. To establish directions remember that the colours are displayed at the stern of the ship (i.e. looking at the yard arm).

Remind the Messenger that they are to march at double time.

The CPO will fall in the ship's company and proceed with colours as follows:

- Call the ship's company to fall in (fall in the DPO).
- Call for the Special Duty Persons.
- Call for the Messenger.

For the count, the CPO will need to count all the cadets in division, the special duty persons and themselves.

1855 –

The signal person will raise the preparatory flag to full staff.

1900 –

Call for the Messenger and send your compliments to the officer of the day.

When the Officer of the Day takes the deck, the preparatory flag is lowered to half-staff.

When the Commanding Officer takes the deck, the preparatory flag is fully lowered.

When the Quartermaster finishes piping the still, the Canadian flag is raised to the top of the yard arm. Be advised that on certain evenings the Canadian flag will fly at half-staff. If this is to happen the signalperson will be instructed accordingly. In this case the colours are raised all the way to the top of the staff and then lowered down half way.

Sunset:

2055 –

Fall in the special duty persons to their positions.

Fall in the ship's company (fall in the DPO).

Call the messenger and send your compliments to the officer of the day.

2110 – CPO and RPO Duties:

Once the officers have left the deck, the CPO has the ship's company. Duties can be assigned by the CPO to the RPO to divide the supervision duties. Both the CPO and RPO are responsible to ensure the ship is secured after sunset. Cadets will complete duty watch and then fall in again before being dismissed. If needed, instruct the cadets on removing the flags and folding them for storage. Assign cadets to secure the halyards to the yard arm, return the ship's bell, the yard arm, the stand easy snacks, the ship's clock, the office divider, and any other items taken from stores. Ensure the chairs are neatly pushed back in under the tables and any gash is removed from the parade deck. After you have inspected the deck and everything is complete then you may dismiss the duty watch division. Remind the cadets to collect all their belongings before leaving the ship. Also remind the cadets that they have to salute as they leave the ship. If the CPO has to leave early, the RPO can take command of the duty watch division.

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NLCC Compass Rose Colours Routine

Who	What is Said	What Happens
CPO		<ol style="list-style-type: none"> 1. The CPO marches and halts two paces in front of where the dais would be, facing the parade deck. 2. Ship's company musters by division around the perimeter of the deck.
CPO	Special Duty Personnel, fall in.	Quartermaster, Signal Person, and Messenger fall in to their duty positions on the parade deck.
CPO	Ship's company fall in.	
		Be advised that the commands and actions for the Division Officer and Division Petty Officer are to be performed by each DPO and DO, depending on the number of divisions on parade.
DPO	Aye Coxswain.	DPO comes to attention and marches to a position 3 paces in front of where the Phoenix Division marker will be. The DPO will have the clip board to take attendance of the division.
DPO	Marker.	
Marker	Aye-Aye PO.	Marker comes to attention and marches to a position 3 paces in front of the DPO.
DPO		DPO wheels and marches to a position that will be the centre of the division. This should be directly in front of the coxswain who is centred on where the dais would be.
DPO	Phoenix Division fall in.	Act as ordered. <i>Note: The division will form up based on the number of cadets as per AnnexA.</i>
DPO	Phoenix Division, attention.	Division acts as ordered. After the division is at attention the DPO will turn about and face the dais.
DPO	Phoenix Division, right dress.	Act as ordered. DPO turns about and dresses ship's company.
DPO	Phoenix Division, eyes front.	Act as ordered.
DPO	Phoenix Division, stand at ease.	Act as ordered.
DPO		The DPO will take attendance for the division by calling out each cadet's name in succession. Each cadet present, upon hearing their name will come to attention, respond loudly and clearly - "DPO", and then stand themselves at ease. When complete the DPO will turn, face the Coxswain, and stand himself/herself at ease.
CPO	DPOs report.	

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DPO	Aye Coxswain.	DPO comes to attention, marches to a position two paces in front of the Coxswain.
DPO	<i>Example: "Petty Officer First Class Smith reporting Phoenix division. Six cadets including myself mustered and ready for colours."</i>	DPO reports the division. This report will give the division name, the number of cadets, including themselves, standing ready for colours.
DPO	Permission to carry on?	DPO passes the clip board to the Coxswain.
CPO	Very good, carry on.	<ol style="list-style-type: none"> 1. DPO marches back to the original position in front of the division, facing the division and halts. 2. DPO executes an about turn. 3. DPO stands at ease.
CPO	Messenger	
Mess.	Aye-Aye Coxswain.	Messenger comes to attention and marches at double time to a position two paces in front of the Coxswain.
CPO		The Coxswain gives the Messenger the attendance clip board and passes the message "The Coxswain sends his/her compliments to the Officer of the Day. The ship's company is mustered and standing ready for colours."
Mess.	Permission to carry on?	
CPO	Very good, carry on.	
OOD DO Sup. O		At this point the Officer of the Day (OOD), the Divisional Officers (DO), and any Supernumerary Officers (Sup. O) should be standing ready to march on to the parade deck.
Mess.		<ol style="list-style-type: none"> 1. Messenger executes a right turn and marches at double time to the ship's office. 2. The Messenger salutes. 3. The Messenger passes the clip board to the officer of the day. 4. The Messenger delivers the message to the OOD "The Coxswain sends his/her compliments to the Officer of the Day. The ship's company is mustered and standing ready for colours." <p><i>As a note: The messages should always use the full titles of the officers and avoid using abbreviations.</i></p>
OOD	Very good, carry on.	The officer of the day places the clip board on the ship's office desk.
Mess.		The Messenger salutes.
OOD		The OOD returns the salute.
Mess.		Messenger executes a right turn and marches at double time to their assigned duty position.

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CPO	Ship's company, attention.	<ol style="list-style-type: none"> 1. Upon seeing the messenger returning, the CPO brings the ships company to attention. 2. The CPO takes two paces forward and executes an about turn.
OOD		When the ship's company comes to attention, the OOD marches on the deck and wheels into position two paces in front of the CPO.
DO Sup. O		The divisional officers and supernumerary officers follow the OOD onto the deck a take a supernumerary position eight paces to the left of Phoenix division, the left most officer in line with the DPO. The left most officer should be the Divisional Officer.
CPO	<i>Example: "Chief Petty Officer First Class Smith reporting NLCC Compass Rose. Sixteen cadets including myself mustered and ready for colours.</i>	<ol style="list-style-type: none"> 1. CPO Salutes. 2. CPO reports the ship's company. This report will give the ship's full name, the number of cadets, including themselves, standing ready for colours.
CPO	Permission to carry on?	
OOD	Very good, carry on.	<ol style="list-style-type: none"> 1. CPO Salutes. 2. CPO takes up a position six paces to the right of the OOD, wheeling into position.
OOD	Ship's company, stand at ease.	Act as ordered.
OOD	Ship's company, attention.	Act as ordered.
OOD	Messenger	
Mess.	Aye-Aye Sir/Ma'am.	Messenger comes to attention and marches at double time to a position two paces in front of the OOD.
OOD		The OOD gives the message "The Officer of the Day sends his/her compliments to the Executive Officer. The ship's company is mustered and standing ready for colours."
Mess.	Permission to carry on?	
OOD	Very good, carry on.	
XO		At this point the Executive Officer (XO) should be standing ready to march on to the parade deck.
Mess.		<ol style="list-style-type: none"> 1. The Messenger executes a right turn and marches at double time to the ship's office. 2. The Messenger salutes. 3. The Messenger delivers the message to the XO "The Officer of the Day sends his/her compliments to the Executive Officer. The ship's company is mustered and standing ready for colours."

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XO	Very good, carry on.	
Mess.		The Messenger salutes.
XO		The XO returns the salute.
Mess.		Messenger executes a right turn and marches at double time to their assigned duty position.
OOD	Ship's company, attention.	<ol style="list-style-type: none"> 1. Upon seeing the messenger returning, the OOD brings the ships company to attention. 2. The OOD takes two paces forward and executes an about turn.
XO		When the ship's company comes to attention, the XO marches on the deck and wheels into position two paces in front of the OOD.
OOD	<i>Example: "Acting Sublieutenant Smith reporting NLCC Compass Rose. Sixteen cadets, one civilian instructor and two officers, including myself, mustered and ready for colours."</i>	The OOD salutes and reports the ship's company to the XO. This report will give the ship's full name, the number of cadets, the number of civilian instructors, and the number of officers, including themselves, standing ready for colours.
OOD	Permission to carry on?	
XO	Very good, carry on.	
OOD		<ol style="list-style-type: none"> 1. OOD Salutes. 2. OOD takes up a position three paces to the right of the XO, wheeling into position.
XO	Ship's company, stand at ease.	Act as ordered.
XO	Ship's company, attention.	Act as ordered.
XO	Divisional Officers fall in.	Act as ordered.
DO	Aye-Aye Sir.	<ol style="list-style-type: none"> 1. Officers come to attention, salute, right/left turn, march to their division. 2. Supernumerary Officers stand fast.
DPO	<i>Example: "Petty Officer Second Class Smith reporting Phoenix Division. Sixteen cadets including myself mustered and ready for colours."</i>	<ol style="list-style-type: none"> 1. DPO salutes and reports division to DO who orders the DPO to take post. 2. DPO salutes then executes a right turn and marching, wheels to a position three paces to the rear of the centre of the division.
DO		The DO takes two paces forward to front centre of the division. At this point the DO should be three paces in front of the division. The DO waits until the DPO's are in position before giving any commands.
DO	Phoenix Division, stand at ease.	Act as ordered.
DO	Phoenix Division, attention.	Act as ordered.
XO	Messenger	

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Mess.	Aye-Aye Sir/Ma'am.	Messenger comes to attention and marches at double time to a position two paces in front of the XO.
XO		The XO gives the message "The Executive Officer sends his/her compliments to the Commanding Officer. The ship's company is mustered and standing ready for colours."
Mess.	Permission to carry on?	
XO	Very good, carry on.	
CO		At this point the Commanding Officer (CO) should be standing ready to march on to the parade deck.
Mess.		<ol style="list-style-type: none"> 1. The Messenger executes a right turn and marches at double time to the ship's office. 2. The Messenger salutes. 3. The Messenger delivers the message to the CO "The Executive Officer sends his/her compliments to the Commanding Officer. The ship's company is mustered and standing ready for colours."
CO	Very good, carry on.	
Mess.		The Messenger salutes.
CO		The CO returns the salute.
Mess.		The Messenger executes a right turn and marches at double time to their assigned duty position.
XO	Ship's company, attention.	<ol style="list-style-type: none"> 1. Upon seeing the messenger returning, the XO brings the ships company to attention. 2. The XO takes two paces forward and executes an about turn.
CO		When the ship's company comes to attention, the CO marches on the deck and wheels into position two paces in front of the XO.
XO	<i>Example: "Sublieutenant Smith reporting NLCC Compass Rose. Sixteen cadets, one civilian instructor and two officers, including myself, mustered and ready for colours."</i>	The XO salutes and reports the ship's company to the CO. This report will give the ship's full name, the number of cadets, the number of civilian instructors, and the number of officers, including themselves, standing ready for colours.
XO	Permission to carry on?	
CO	Very good, carry on.	
XO		<ol style="list-style-type: none"> 1. XO Salutes. 2. XO takes up a position three paces to the left of the CO, wheeling into position.
XO	Quartermaster.	
QM	One minute to colors Sir.	

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XO	Thank You. Ship's company facing aft, left, right, and about turn.	<ol style="list-style-type: none"> 1. XO salutes at the response. 2. All in attendance turn to face the colours.
XO		The XO, if necessary, will remind any persons seated to stand for the raising of our country's flag.
QM	Colours Sir.	QM salutes as this is said.
XO	Very good, make it so.	<ol style="list-style-type: none"> 1. QM pipes the still. 2. CO, XO, DO, and CPO salute on completion of pipe. 3. 3. The Signalperson slowly raises the colours to full staff.
XO	Sound the carry on.	This command is given when the colours reach full staff.
QM		<ol style="list-style-type: none"> 1. QM pipes the carry on. 2. All saluting drop their salutes.
CO XO		After the standard pause, the CO and XO turn and face inboard.
XO	Ship's company facing in board, left, right, and about turn.	Ship's company turns to the positions they had before colours.
XO	Special Duty personnel, fall in.	Special Duty personnel fall in to their division.
DO		<p>The DO turns and faces the division. It is at the DO's discretion as to whether or not dress the division.</p> <p><i>Note: The DO may need to change the positions of cadets to form a proper division (see Annex A).</i></p>
DO	Phoenix Division, right dress.	Act as ordered.
DO	Eyes front.	Act as ordered.
XO	Ship's company, stand at ease.	
CO	Stand easy.	At this time the CO will address the ship. When he/she is finished the XO will continue.
XO	Ship's company, Ship's company attention.	Act as ordered.
XO		The XO wheels into position two paces in front of the CO.
XO	Permission to carry on?	
CO	Very good, carry on?	<ol style="list-style-type: none"> 1. The CO may pass any required instructions to the XO at this time. 2. The CO will execute a right turn and march off the parade deck.
XO	Ship's company, stand at ease.	
XO	Ship's company attention.	
XO	Officer of the Day.	

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OOD	Sir/Ma'am.	The OOD wheels into position two paces in front of the XO.
OOD	Permission to carry on?	
XO	Very good, carry on?	1. The XO may pass any required instructions to the OOD at this time. 2. The XO will execute a right turn and march off the parade deck.
OOD	Ship's company, stand at ease.	
OOD	Ship's company attention.	
OOD	Coxswain.	
CPO	Sir/Ma'am.	The CPO wheels into position two paces in front of the OOD.
CPO	Permission to carry on?	
OOD	Very good, carry on?	1. The OOD may pass any required instructions to the Coxswain at this time. 2. The OOD will execute a right turn and march off the parade deck.
CPO	Ship's company, stand at ease.	Act as ordered.
CPO	Ship's company attention.	Act as ordered.
CPO	Ship's company, dismiss.	The Coxswain will pass along any required instructions and then dismiss the ship's company.

Note: The routine for sunset is identical to the above routine with the exceptions that the colours are lowered rather than raised and that the word sunset is substituted for the word colours.

2.12. Marks Of Respect

- 2.12.1. Marks of respect shall be shown between Officers and Cadets at all times (see 2.12.8).
- 2.12.2. All of the ship's company shall salute when passing within 6 paces of the ship's colours.
- 2.12.3. When an Officer of a lower rank addresses an Officer of a superior rank they will do so using Rank and Surname.
- 2.12.4. When an Officer of a superior rank addresses an Officer of a lower rank they may:
 - 2.12.4.1. address the Officer using Rank and Surname; or,
 - 2.12.4.2. address the Officer as Mr / Mrs / Miss and Surname.
- 2.12.5. When a Cadet addresses an Officer, they will do so by using Rank and Surname.
- 2.12.6. When an Officer address a Cadet, they may:
 - 2.12.6.1. address the Cadet using Rank and Surname; or
 - 2.12.6.2. address the Cadet as Mr / Mrs / Miss and Surname.
- 2.12.7. Salutes shall be given:
 - 2.12.7.1. when the National Ensign is raised or lowered during Colours or Sunset ceremonies;
 - 2.12.7.2. when addressing a superior Officer while on parade;
 - 2.12.7.3. when passing a superior Officer when travelling to / from the training building and the Ship's Office; and
 - 2.12.7.4. when making a formal report to a superior Officer.
- 2.12.8. Due to the close working environment, it is customary to salute an officer once at the start of the training event and once at the end of the training event. Outside of the situations listed in paragraph 2.12.6.1., no other salutes are necessary during a training evening.
- 2.12.9. Civilian Officers do not hold warrants and therefore are not required to salute or be saluted.

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2.12.10. Salutes may be extended as a form of respect to civilians or non-military members. Examples of this may include members of the Branch, local dignitaries, Reviewing Officers, or Royal Canadian Legion members. As a rule: when in doubt, salute.

2.13. Policy On Drugs, Alcohol and Smoking

- 2.13.1. There is a ZERO tolerance for the use of illegal drugs or alcohol while at cadet activities.
- 2.13.2. There is a no smoking policy at the Corps and during cadet activities.
- 2.13.3. All individuals over the age of 18, who are not cadets, are required to smoke out of the sight of cadets. In addition, smoking is only permitted in designated smoking areas that include a "butt can". Provincial law dictates this is not closer than 9 metres from a building entrance or exit.

2.14. Purchases

- 2.14.1. No purchases of goods or services on behalf of the Corps may be made without the permission of the Commanding Officer and in consultation with the Branch.
- 2.14.2. Any purchases made without the permission of the Commanding Officer will be considered donations to the Navy League of Canada, Halton Hills Branch.

2.15. Issue and Return of Items from the Ship's Stores

- 2.15.1. Responsibility for the acquisition, storage, distribution, and retirement of the Ship's stores will reside with the Corps Stores Officer.
- 2.15.2. All transactions of monies or materiel, in or out of the Ship, will be recorded in the Ship's records.
- 2.15.3. Acquisition and retirement of stores items will require the authorization by the Commanding Officer.
- 2.15.4. When deemed acceptable by the Commanding Officer, new entry cadets will be issued a uniform consisting of the following items:
 - 2.15.4.1. Dress white Navy cap with chin stay
 - 2.15.4.2. NLCC Compass Rose cap tally
 - 2.15.4.3. Cadet shirt
 - 2.15.4.4. Shirt Corps crest
 - 2.15.4.5. Two shirt shoulder flashes
 - 2.15.4.6. White lanyard
 - 2.15.4.7. Cadet pants
 - 2.15.4.8. Adjustable pant belt
 - 2.15.4.9. Cadet parade boots
- 2.15.5. The issuance of the aforementioned items will be recorded on a Compass Rose Cadet Kit List form. At the time of issuance of a uniform ensemble or uniform part, the cadet will be reminded that the item/s are the property of the Navy League of Canada and that they are responsible for these items. Each item received by the cadet will be recorded, with the issue date, and initialled by the cadet. This form will be stored in the cadet's administration file.
- 2.15.6. Any corps officer may issue a uniform to a cadet with the authorization of the Commanding Officer, providing the Compass Rose Cadet Kit List form is completed at the time of issuance.
- 2.15.7. Likewise, any corps officer may receive a returned uniform ensemble provided the cadet's Compass Rose Cadet Kit List form is updated at that time.
- 2.15.8. Upon retirement from the Corps, cadets must return all of their issued uniform parts in good condition. At the time of return the cadet returning the uniform parts must again initial the Compass Rose Cadet Kit List form to indicate each item has been returned in good condition. The date of return of each item must also be recorded on the form by the receiving officer.
- 2.15.9. The parents/guardians of any cadet who returns uniform parts that show evidence of damage or neglect will be responsible for the replacement cost of that item.
- 2.15.10. The parents/guardians of any cadet who fails to return uniform part/s will be responsible for the replacement cost of said uniform part/s.
- 2.15.11. Cadets may exchange worn out or poorly fitting uniform parts. They must first fill out a Compass Rose Kit Transaction form and submit this form to the Stores Officer or Administration Officer.

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- 2.15.12. The Stores Officer will receive the Compass Rose Kit Transaction form and issue a replacement uniform part upon receipt of the returned uniform part if such parts are on hand. If the parts are not on hand, the Stores Officer will take the necessary steps to acquire the required replacement uniform part.
 - 2.15.13. Similar to 2.15.8 and 2.15.9, cadets requesting replacement of a negligently damaged or neglected uniform part will be issued a replacement part with the understanding that cadet's parent/guardian is responsible for the cost of the replacement item.
 - 2.15.14. The Stores Officer will maintain a record or "muster" of all of the Ship's materiel assets.
 - 2.15.15. Periodically, through the training year, this document may be reviewed by the Navy League Branch President and Ontario Division Area Officer.
 - 2.15.16. In lieu of posting transactions directly to the Ship's Stores Muster, entries may be made into the Ship's Stores Journal. Any transaction of goods or money may be recorded in the Stores Journal for later posting to the Stores Muster, Compass Rose Cadet Kit List, or other associated documents.
 - 2.15.17. The Stores Officer will transfer the information from the Ship's Stores Journal to the Ship's Stores Muster on a period established by the Commanding Officer.
 - 2.15.18. From time to time, the Stores Officer may decide that certain uniform parts are no longer fit to issue. These uniform parts will be retired by the Stores Officer, with the Commanding Officer's authorization, and taken off the Ship's Stores Muster. Likewise the Stores Officer may decide to acquire items on behalf of the Corps and such acquisitions may be made with the prior authorization of the Commanding Officer.
 - 2.15.19. Officers may acquire items and services on behalf of the Corps with the prior authorization of the Commanding Officer. Officers will be reimbursed for the cost of these items by submitting an expense report to the Commanding Officer. Receipts for the items must be attached to the expense report. After a period of sixty days, the Navy League of Canada reserves the right to refuse the expense and may do so.
 - 2.15.20. Materiel items obtained in behalf of the Ship will be logged into the Ship's Store Journal for inclusion in the Ship's Stores Muster.
- 2.16. Public Affairs and Media Relations
- 2.16.1. All publicity will be handled by the Commanding Officer in conjunction with the Navy League Branch President of the Halton Hills Branch of the Navy League of Canada.
- 2.17. Transportation
- 2.17.1. All transportation for Navy League purposes must have the approval of the Commanding Officer.
 - 2.17.2. The Commanding Officer must approve the transportation of corps cadets by corps officers. The following criteria must be met by the officer:
 - 2.17.2.1. hold liability insurance coverage;
 - 2.17.2.2. ensure that cadets are never transported alone with the officer;
 - 2.17.2.3. only transport the cadet to and from the intended location.
- 2.18. The Divisional System and Chain of Command
- 2.18.1. The Divisional system is the foundation of a successful Corps.
 - 2.18.2. All corps officers are expected to support the use of the Chain of Command and pass along the same expectations to the cadets.
 - 2.18.3. Officers are expected to monitor the cadet's activities and behaviour at all times when cadets are in attendance so as to ensure their safety and enjoyment.
- 2.19. Ship's Duty
- 2.19.1. The first officer arriving at the corps shall:
 - 2.19.1.1. Open any required door, room, and filing cabinets in preparation of the training activity;
 - 2.19.1.2. Be present to supervise any arriving cadets until other officers arrive.

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- 2.19.2. The Officer of the Day (OOD) shall:
 - 2.19.2.1. ascertain the identity of all visitors to the best of their ability.
 - 2.19.2.2. retrieve the Ship's Log and to ensure guests that are staying for the whole parade night sign into the Log.
 - 2.19.2.3. ensure that all officers in attendance sign the Ship's Log.
 - 2.19.2.4. bring the Ship's Log and nominal roll for the training activity to the muster area in the event of a fire or emergency drill;
 - 2.19.2.5. supervise all cadets until they have been picked up by their parent or guardian;
 - 2.19.2.6. act as the Senior Officer in the absence of the Executive Officer and the Commanding Officer;
 - 2.19.2.7. fill out the log during parade nights and activities and ensure that the Ship's Log is completed at the end of the training activity;
- 2.19.3. The Executive Officer shall:
 - 2.19.3.1. secure doors and corps assets upon completion of training or activities;
 - 2.19.3.2. assist with the set up and take down of the parade deck on parade nights;
 - 2.19.3.3. coach the Coxswain with respect to his/her responsibilities and timings;
 - 2.19.3.4. assist with Stand Easy tasks.
- 2.19.4. The Administration Officer shall:
 - 2.19.4.1. ensure the Ship's Log is available to the Officer of the Day at the start of the parade night
 - 2.19.4.2. ensure the attendance clip board is available and has the appropriate attendance sheets for the evening.
 - 2.19.4.3. ensure there is a supply of pencils and an eraser with the Ship's Log.
 - 2.19.4.4. ensure the Stores Journal is available for the Stores Officer.
- 2.19.5. The Duty Division shall:
 - 2.19.5.1. provide one member to act as the flag party during colours and sunset;
 - 2.19.5.2. provide one member to act as Quartermaster during colours and sunset;
 - 2.19.5.3. provide one member to act as Messenger during colours and sunset;
 - 2.19.5.4. complete a garbage sweep of the parade deck at the end of Stand Easy;
 - 2.19.5.5. complete clean up of the parade deck, washrooms, and training areas.
- 2.19.6. Commanding Officer's Temporary Memorandum (COTM)
 - 2.19.6.1. The Commanding Officer may from time to time wish to implement policy that would normally be published in the Ship's Standing Orders. The COTM gives the Commanding Officer the option of having policy implemented through a memo with the authority of the Standing Orders.
 - 2.19.6.2. Policy implemented in this manner shall be in effect for one training session unless otherwise rescinded by the Commanding Officer.

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Annex A

NLCC COMPASS ROSE – DIVISION (SQUAD) FORMATIONS

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