



# **Royal Canadian Sea Cadet Corps Centurion**

## **Joining Handbook**

# Table of Contents

What is the Sea Cadet Program? .....	4
Parents' and/or Guardians' Page .....	5
Why choose Sea Cadets? .....	5
How much does the program cost? .....	5
The Navy League of Canada .....	5
Kanata Branch .....	5
General Overview .....	6
Training .....	6
Regular Parade Nights.....	6
Mandatory and Supplementary Training.....	6
Expected Behaviour .....	6
Sea Cadet Corps Structure .....	6
Officer Staff .....	6
Divisional System .....	7
Cadet Appointments/Positions.....	7
Chain of Command.....	8
Teams.....	8
Annual Ceremonial Review.....	8
Summer Training.....	8
Uniform .....	9
Basic Uniform Parts.....	9
Orders of Dress .....	10
Ceremonial Dress (C1).....	10
Service Dress (C3).....	10
Sea Training Uniform (STU).....	10
Personal Appearance .....	10
Hair and Grooming.....	10
Jewelry .....	10
Ranks .....	11

# What is the Sea Cadet Program?

## Mission

The mission of the Canadian Cadet Organization (CCO) is to contribute to the development and preparation of youth for the transition to adulthood, enabling them to meet the challenges of modern society, through a dynamic, community-based program.

## Vision

The vision of the cadet program is to be a relevant, credible and proactive youth development organization, offering the program of choice for Canada's youth, preparing them to become the leaders of tomorrow through a set of fun, challenging, well-organized and safe activities.

## Aim

The aim of the CCO has three parts:

1. develop in youth the attributes of good citizenship and leadership;
2. promote physical fitness; and
3. stimulate the interest of youth in the sea, land and air activities of the Canadian Forces.

## Motto

The motto of Sea Cadets in particular is "Ready, Aye, Ready", following suit from the Royal Canadian Navy. It means we are ready to face whatever challenges the seas may bring.

## History of RCSCC Centurion

In 1990, Lt(N) Ret. Bill Wilson decided to create a sea cadet corps in Kanata to address the growing need to fill the gap in one of the fastest growing suburbs of the country. A small group of Cadet Instructor Cadre officers were recruited, and its charter was granted. Training commenced in September 1992.

The corps operated its training out of Katimavik Elementary Public School for the first half of its inaugural training year, and then moved to A.Y. Jackson Secondary School in January of 1993. During the corps' four-year stay there, the ship's company grew to over sixty cadets and had a full complement of band, drill and sail training.

After a brief stint at Earl of March Secondary School during the 1996-97 training year, the corps moved to Connaught Range and Primary Training Centre, operating out of the offices of the army cadet camp, and utilizing the Range Control building for drill and nearby portables for classroom training. In 1999, RCSCC Centurion moved into its present location in the new Cadet Training Building at 5 Brouillette Boulevard.

During the summer of 2006 the corps acquired its own portable and moved the LHQ (local headquarters) to its new home. The corps has been sailing for many years and has participated in numerous flotilla competitions, winning several trophies and provincial awards.

# Parents' and/or Guardians' Page

## Why choose Sea Cadets?

The Sea Cadet Program provides many advantages to youths from 12-18 years old. Many skills learned in Sea Cadets can be used in everyday life. In particular, we offer a variety of nautical activities that are unique to Sea Cadets such as sailing a variety of seagoing vessels. Although one of the aims of the program is to instill an interest in the Canadian Armed Forces (CAF), being in Sea Cadets does NOT make your child a part of the military. Cadets make absolutely no commitments regarding military service, and they are free to leave at any time. That being said, those who decide to join the CAF later on start out with the advantage of having gained valuable experience through the cadet program.

## How much does the program cost?

It is free! The program itself – including the uniform – does not cost anything. It is funded through a partnership between the Department of National Defence (DND) and the Navy League of Canada. Essentially, DND assumes the cost of mandatory training and uniforms and the Navy League covers supplemental training. There are few occasions where parents will be required to subsidize costs; every effort is made to cover the cost in advance. We do fundraising throughout the year to fund certain activities that go above regular training.

## The Navy League of Canada

The Navy League of Canada was established in 1895 to promote an interest in Maritime Affairs generally throughout Canada. Today, the Navy League of Canada has a presence in over 260 Canadian communities. Our youth programs benefit 15 000 young Canadians every year, and we continue to grow. (Source: [www.navyleague.ca](http://www.navyleague.ca)).

### Kanata Branch

The Navy League of Canada, Kanata Branch, is the sponsoring committee for RCSCC Centurion.

The Kanata Branch is comprised of volunteers, primarily parents, who in a combined effort with the cadet staff, raise funds necessary for and plan the events and activities for the cadets. The Kanata meets during regular cadet training on the second Tuesday of every month, and welcomes anyone who is able to volunteer a few hours a month. As part of the Kanata, you can obtain a greater understanding of what the sea cadet corps offers cadets. Having input into the planning, you gain firsthand knowledge of dates, times and events that are planned for the cadets.

If you are interested in joining the Kanata Branch, have questions about the League, or would like to help out in any way, please contact one of our members and/or visit our page on the website.

# General Overview

## Training

### Regular Parade Nights

We parade every Tuesday at 1830hrs (6:30pm). We begin the night with raising the Canadian flag, which we call Colours. We then continue with lessons throughout the evening with a 15-minute break in between, finishing the night with lowering the Canadian flag, which we call Sunset. The training program is split into five phases that the cadets move through that are designed to align with their developmental period. As they progress through the program, they are given more responsibility and learn how to teach their peers.

### Mandatory and Supplementary Training

Here are some examples of the various types of training we do:

- Sailing, seamanship and nautical training
- Citizenship and community service
- Ceremonial drill
- Military band
- Air rifle marksmanship
- Orienteering and biathlon
- Personal Fitness, healthy living and recreational sports
- Leadership and instructional technique

## Expected Behaviour

There is a certain level of behaviour that is expected of cadets. All cadets are required to sign a code of conduct and must participate in our Positive Social Relations for Youth (PSRY) program. Much like at school, cadets learn about their rights and the rights of others and also develop respect for both themselves and their fellow cadets and staff. We offer a safe and inclusive environment for all persons free of harassment regardless of race, religion, gender, sexual orientation or any other reason. Any breaches of the code of conduct are subject to inquiry and investigation and will be dealt with accordingly.

## Sea Cadet Corps Structure

### Officer Staff

**Commanding Officer (CO).** The CO is in charge of a unit.

**Executive Officer (XO).** The XO is second-in-command at a sea cadet unit. He/she reports directly to the CO, and all other officers report to him/her.

**Training Officer (TrgO).** The TrgO is in charge of training at the cadet unit. He/she schedules training, assigns instructors, and ensures training objectives are being met.

**Administration Officer (AdminO).** The AdminO is in charge of the administrative side of things. He/she is responsible for things such as registering new cadets, keeping attendance and tracking mail.

**Supply Officer (SupO).** The SupO is in charge of issuing uniform parts to cadets and maintaining the unit's supplies.

These are the general positions within a unit; however, the corps may employ several other adult staff members to fulfill additional roles such as instructors, specialty instructors and volunteers. The complement of adult staff is often a mix of Cadet Instructor Cadre (CIC) officers, Regular Force or Reserve Force volunteers and civilian volunteers. All adult staff are required to undergo Vulnerability Sector Screening and will also participate in the Positive Social Relations for Youth (PSRY) program.

## **Divisional System**

On Tuesday nights, cadets are split into groups called divisions. We currently have three divisions: Griffon, Magnificent and Drake. Griffon is the primary cadet division which all cadets start in when they first enroll. Magnificent is the guard that carries drill purpose rifles and performs ceremonial rifle drill during all parades. Drake is the band division that provides musical support at all parades and ceremonial events. Each division has a Divisional Officer or DivO (adult staff) and a Divisional Petty Officer or DPO (senior cadet) who ensure that the cadets within their group are well cared for and that their needs met.

## **Cadet Appointments/Positions**

**Coxswain (Coxn).** He/she is the head cadet and is responsible for ensuring the proper conduct of all cadets, making sure duties are followed and assisting the officers as required.

**Regulating Petty Officer (RPO).** He/she is responsible for ensuring the good discipline of all cadets within the corps. In addition, the RPO acts as the second-in-command in the absence of the Coxn.

**Corporal of the Gangway.** The Corporal of the Gangway controls the ceremonial aspects of parades. They oversee the raising and lowering of the Canadian flag. They also alert the parade of the arrival of the Reviewing Party.

**Ship's Writer.** He/she assists with the administration of the corps. They can ensure that attendance is correctly taken during training activities. They also may help out within the supply section of the corps, ensuring cadets have the uniform parts they need. They may be responsible for calling cadets who are missing during training.

**Divisional Petty Officer (DPO).** The DPO is the first point of contact for all cadets and the lowest level of the chain of command. The DPO is responsible for regular and ongoing communication with cadets, for making sure that all the cadets in their division have all the relevant information for any and all upcoming events and activities and for ensuring the general welfare of the cadets under their care.

## **Chain of Command**

It is important to follow the chain of command. Questions and communication can often be answered at lower levels of the chain of command. Cadets are encouraged to communicate with the senior cadets within their division when they have queries or concerns. Often, the senior cadets will know the answers the cadet is seeking, and if not, they can then pass it up the chain to get an accurate response.

## **Teams**

RCSCC CENTURION has many different teams that run throughout the training year that go and compete against other cadet units in the region and possibly the province. Some teams include marksmanship, band and drill. They typically meet on a separate day from regular training nights to practice, and competitions can occur all over Ontario.

## **Annual Ceremonial Review**

Every training year culminates in an Annual Ceremonial Review (ACR) in which a Reviewing Officer inspects the Ship's Company. It is a time where cadets get to celebrate all their accomplishments in one final parade in their finest dress. The ACR usually occurs in June to terminate the training year before summer training commences.

## **Summer Training**

There is opportunity for summer training for cadets at cadet training centres (CTCs) across the country. This summer camp experience provides valuable supplementary training to cadets in various areas. The primary course is a two week General Training course that is designed to introduce cadets to camp living and try out different trade activities. From there, cadets will typically choose a concentrated stream or trade to follow that has both three week and six week courses. The sea cadet courses are Sail, Music, Seamanship, and Drill & Ceremonial. There is also opportunity for cadets to branch out into specialty courses in other elemental training centres such as Athletic Instructor, Rifle Marksmanship and Shipwright to name a few. Cadets receive monetary training bonuses while participating in summer training to help cover the cost of sundries.

Summer training is available to cadets who maintain good attendance and a high standard of drill, dress and deportment throughout the year. Spaces are limited but we make every effort to facilitate the application process. Billet selections occur at the regional level.

# Uniform

The following is a general overview of the sea cadet uniform. Further details are available in the full version of the Sea Cadet Dress Instructions (CATO 35-01), which can be found in the ship's office.

## Basic Uniform Parts



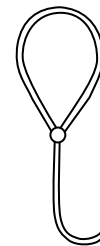
**White Top**



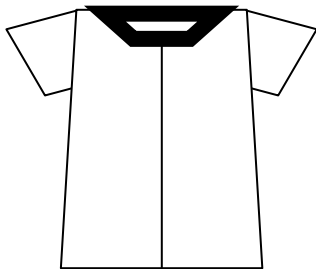
**Ball Cap**



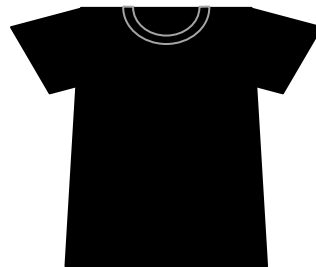
**Tunic**



**Lanyard**



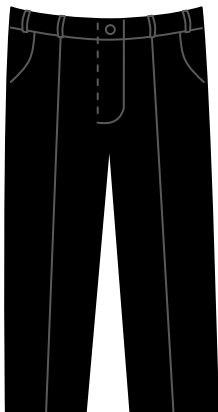
**Gunshirt**



**Black T-Shirt**



**Work Dress Shirt**



**Pants/Trousers**



**Belt**



**Wool Socks**



**Boots**



## Orders of Dress

### Ceremonial Dress (C1)

A formal order of dress, worn with orders, decorations, medals, and other ceremonial accoutrements and accessories as deemed appropriate for the occasion.

**Items worn:** White top, gunshirt, tunic, lanyard, pants, belt, socks and boots with medals (if awarded).

### Service Dress (C3)

An order of dress which is appropriate for wear in a military environment and classroom training.

**Items worn:** White top, gunshirt, tunic, lanyard, pants, belt, socks and boots with ribbons (if awarded).

### Sea Training Uniform (STU)

A functional order of dress whose primary purpose is to meet training demands that could damage service dress.

**Items worn:** Ball cap, black t-shirt, work dress shirt, pants, belt, socks and boots.

## Personal Appearance

While wearing the sea cadet uniform, cadets are expected to maintain a neat and professional standard similar to dress regulations in the CAF.

### Hair and Grooming

Hair must be neatly groomed and conservatively styled. It must be a natural-looking colour.

Female hair must be pulled back into a low, tight bun or in a tight, neat French braid (must not extend beyond the top of the armpit) with fasteners that are the same colour as the hair and are as unobtrusive as possible. If hair is short, it must be neat and not extend below the collar.

Males must be clean shaven with a taper-trimmed short back and sides hair cut.

### Jewelry

The only jewelry that may be worn in uniform shall be a wrist watch, a Medical Alert chain identifier, and a maximum of two rings which are not of a costume jewelry nature. Safety regulations should always prevail, especially in workshops, warehouses or during operations.

In addition, female members in uniform may wear a single pair of plain gold, silver stud or pearl earrings in pierced ears. The single stud earring, worn in the centre of each earlobe, shall be spherical in shape and shall not exceed 0.6 cm (1/4 in.) in diameter. No other type of earring shall be worn, except for a gold or silver stud healing device of similar shape and size, which may be worn while ears are healing after piercing. Only a single earring or healing device, worn in the centre of each earlobe, may be worn at a time.

# Ranks

## Naval Officer Ranks

### NON-COMMISSIONED OFFICERS



Naval Cadet  
NCdt

Because Naval Cadets have not yet received the Queen's commission, they are **not** saluted. Any officer who holds a commission (see right) is to be saluted by members of lower rank, including cadets.

### COMMISSIONED OFFICERS



Acting Sub-Lieutenant  
A/SLt



Sub-Lieutenant  
SLt



Lieutenant (Navy)  
Lt(N)



Lieutenant-Commander  
LCdr



Commander  
Cdr



Captain (Navy)  
Capt(N)

### FLAG OFFICERS



Commodore



Rear-Admiral


















Vice-Admiral



Admiral

# Sea Cadet Ranks

RANK	SLIP-ON	BADGE
<b>Ordinary Seaman</b> OS  Phase 1		N/A
<b>Able Seaman</b> AB  Phase 1		
<b>Leading Seaman</b> LS  Phase 2		
<b>Master Seaman</b> MS  Phase 3		
<b>Petty Officer 2<sup>nd</sup> Class</b> PO2  Phase 4		
<b>Petty Officer 1<sup>st</sup> Class</b> PO1  Phase 5*		
<b>Chief Petty Officer 2<sup>nd</sup> Class</b> CPO2  Phase 5 cont.		
<b>Chief Petty Officer 1<sup>st</sup> Class</b> CPO1  Phase 5 cont.		

\*Phase 5 is different from the other phases because the cadets are expected to be more self-sufficient. Cadets typically take more than one year to meet the phase requirements.