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# ROYAL CANADIAN SEA CADETS

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## 358 Royal Canadian Sea Cadet Corps SIR ISAAC BROCK



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## Joining Instructions and Uniform Reference Manual

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### CCO Reference Manual

(A guided handbook into the Corps and the uniforms)  
Version 1.5 (Aug 2017)



## Welcome

**Cadets Canada** is the largest federally sponsored youth program in Canada. It is a national program for young Canadians ages 12 to 18 that are interested in participating in a variety of challenging and rewarding activities, and learning more about the Canadian Armed Forces (through sailing and seamanship).

Cadets are encouraged to become active, responsible members of their communities. They learn valuable life and work skills like teamwork, leadership, and citizenship. Cadets also reap the personal benefits of increased **self-confidence** and **physical fitness**, learning how to take **initiative**, and how to make decisions. Cadets make valuable contributions to Canadian society on a daily basis in terms of environmental, citizenship and community activities.

## The Program / Meeting Night

Cadets meet once a week and on some additional days (including weekend exercises). Our main parade night and identified weekends are mandatory for cadets to attend.

Attendance is very important at cadets. On a Tuesday training night the cadets will report to the corps **no-later-than 1830 (630pm)** and be dismissed at **2115 (915pm)**.

Cadets are required to attend all mandatory functions. They include, but not limited to:

- Mandatory training evenings;
- Remembrance Day;
- Royal Canadian Legion Poppy Sales;
- Annual Review Parade;
- Tag Days; and
- All mandatory training weekends/days

## Cadet Corps Contact

Phone: **289-931-2203**

E-Mail: **358sea@gmail.com**

Website: ***www.wellandcanalseacadets.com***

Facebook: ***Welland Canal Sea Cadets – 358 RCSCC SIR ISAAC BROCK***

A calendar is published on the corps website for all cadets and their families to access.

The corps will send home notifications (training weekend, special events, etc) that will have updated information.

## Attendance

As mentioned, attendance is very important. The Canadian Cadet Organizations places a great deal of emphasis on participation and maximizing a cadet's involvement. Promotions, trips, exchanges, summer training are some ways that attendance affects cadets.

If a cadet cannot attend to due illness, family matters, or other, then the cadet will need to fill out a **SHORT LEAVE FORM** on the corps website (**www.wellandcanalseacadets.com**) prior to an event starting.

Any cadet that is absent from the corps for 3 consecutive weeks will be considered as quitting and their uniform must be returned.



## **The Uniform**

The Cadet Uniform belongs to the Canadian Government. It is loaned to the cadet for as long as they are in the program. It must be returned when a cadet quits or retires. While it is loaned to the cadet, they must maintain it (washing, ironing, sewing, polishing and proper hygiene).

At any time a uniform item may be exchanged for a better fitting item.

Several different uniform parts will be loaned to the cadet. This includes different uniforms that will be worn on various occasions.

*Cadets may not wear any part of their cadet uniform outside of cadet activities.*

Cadets are expected to wear the uniform ironed, sewn and polished to regulations established. The standards are very high, yet, very easy to achieve.

## **Parent Involvement**

Parents are the backbone of the cadet program. The youth may be joining the cadet corps, but, it is the parents who support the decision and the cadet. At any point parents are welcome to communicate with the Commanding Officer for questions, comments or concerns. NOTE: Due to privacy laws, any parent inquiring about their child whom is over the age of 16 must have their child's permission to do so.

A primary focus of the cadet program is for the youth to be treated like a young adult. Focus is given to the cadet to learn, communicate, succeed, and to fail by their actions.

The cadet is never alone in their endeavor, they are encouraged and motivated to learn behaviour that supplement their growth into adulthood. For example: Most businesses have a uniform or a standard of dress for their employees, cadets is no different. Uniforms, hair, hygiene are some of the ways we teach cadets about responsibility.

Cadets must be on time or notify us before an event begins that they cannot be there...this teaches time management. Likewise, phoning their Divisional Petty Officers or the corps for information reinforces communication skills. And much more...

As always, if a parent has a concern/question they may talk to the officers at the cadet corps.

## **Behaviour and Department of Cadets**

Contrary to popular belief, the cadet system is not a 'boot camp' nor is it a hardened military environment. The cadet system uses discipline as a tool for teaching to help the cadet correct their deficiencies and/or problems and lets them seek improvement. Cadets are encouraged and motivated to continue to seek improvement. This allows them to learn by doing it for themselves while gaining confidence and self-respect.

Cadets are trained to work in a teamwork environment that fosters helpfulness, leadership, dedication, self-discipline, and selflessness. All training is conducted for the benefit and experience to be gained by the cadet through their actions.

Interaction between cadets, staff, and officers will be educational, positive, and respectful. A zero-tolerance rule is in effect for all personnel regarding abuse, harassment, and negative conduct. During the first few month of joining, new cadets will participate in the Positive Social Relations for Youth Program to provide the basis for acceptable social



interaction. Cadets are required to sign a 'Code of Conduct' declaration in which they acknowledge the standards of conduct and behavior expected of them while participating in cadet training.

**Provincial Health Cards** Due to requirements of the Province and the Department of National Defence, all cadets must be in possession of their original health card (no copies allowed) for all cadet activities. Cadets will be asked to show their cards as proof. Those cadets who do not bring their card will not be allowed to participate in the activity.

**Drug / Alcohol / Smoking Policy** Cadets are prohibited from smoking, drinking alcohol, or taking drugs. Anyone found with such shall have their parents called along with local authorities. **ZERO TOLLERANCE POLICY IN EFFECT.** Only prescription drugs may be permitted and must be declared to the corps in the joining paperwork and when they come to the cadet activity.

**Cost** The Canadian Cadet Organizations has no cost to being a cadet. There are no dues, no joining fees, no hidden costs. Everything is provided by the Department of National Defence and the Cadet Leagues of Canada.

To keep the program free, cadets are expected to help with fundraising (Tag Days – twice a year) and drives (parents will be notified when these happen).

Cadets will be expected to maintain their uniform which does require financial support of parents/guardians. Such items/actions as sewing needles & thread, or boot polish, haircuts or lint brush can a few minimal amounts of dollars.

**The Staff** The uniformed officers of the cadet corps belong to the Cadet Organization & Administration Training Service branch of the Canadian Armed Forces (CAF) Reserve Force. These officers are trained specifically to train, administer, and regulate the cadets of the Canadian Cadet Organizations.

The support to run this program comes jointly from the Department of National Defence (military) and the Navy League of Canada (civilian). These two organizations work at all levels (local, provincially, and federally) to bring the program to all cadets that participate.

The Cadet Corps (known as the 'Ship' for Sea Cadets) is headed by the Commanding Officer (who the cadets call 'Captain'). This person leads and manages all personnel in the Ship.

The staff are trained to deal with various backgrounds and abilities that cadets may have. Assisting in the delivery of the program are other Canadian Armed Forces officers or adult volunteers.

The Canadian Cadet Organizations is a peer-led organization where cadets will be groomed to lead, teach and mentor junior cadets. Everyone is there to succeed and instill life skills into they will use into adulthood and beyond.



## ***IMPORTANT POLICY AND PROCEDURE HIGHLIGHTS***

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- Website*** The corps website ([www.wellandcanalseacadets.com](http://www.wellandcanalseacadets.com)) is a vital tool for cadets and parents. Almost everything needed to be successful is located on the site. Please bookmark it and stay up-to-date.
- Cell Phones*** Cadets may bring cell phones to cadets as a key communication link between families and cadets. However, during training the cadets must put the cell phone away and not use them. Parents may still contact the corps if an emergency should require communication with their child.
- Winter Weather*** During winter a storm can come in very quickly and disrupt everyone's routine. The corps has an emergency call out (notification) system in place to ensure that if a cadet training night/exercise needs to be cancelled then everyone will be notified.
- However, the corps also realizes that if a parent does not wish to have a cadet attend because of the weather then they are encouraged to do so. The corps does require a **SHORT LEAVE FORM** informing them of such actions.
- Canteen*** The corps will be running a small canteen filled with snacks that cadets can purchase. Cadets are highly encouraged to bring a water bottle with them and fill up at the corps.
- Activity Updates*** Every month, usually the second last week of the month, the corps issues its activity listing for the upcoming month. The document lists all activities for cadets (info: Where it is, what the dress is, timings and general information).
- The document is given to the cadet, however, it is meant to be shared with parents/guardians so they can plan accordingly. Also check the website!
- Community Service*** The cadet corps is required to have each cadet perform a minimum of 4.5 hours of community service each year. The corps has special forms that must be signed off and presented to the corps before the end of May. Any hours collected for cadets must not also be claimed for school hours of service.
- Most cadets must also collect hours of community service for their schools. The corps is happy to assist each cadet in this endeavour. As long as the hours the cadet is collecting is not also being used for their cadet volunteer declaration.
- Parka*** The parka is an issued part of the cadet uniform that every cadet is issued. It is a great three-in-one jacket that has multiple uses:  
Inner Shell → Used for cool autumn/spring days to keep warm;  
Outer Shell → Used for wet days; and  
Together → Worn as winter jackets while in uniform.
- Cadets are not permitted to wear their civilian jackets while in uniform. All cadets must wear parka as directed. The corps will also require their use on training weekends.
- Annual Review Parade*** At the end of the cadet training year (May/June) the corps will hold its most important parade, Annual Review. This parade is meant to show off the corps to the public, families, friends, media, and dignitaries. This parade is mandatory for all cadets.



**Traditions**

The Royal Canadian Sea Cadets get their traditions from the Royal Canadian Navy (and the Royal Navy). Cadets will learn terminology such as Deck, Galley, Colours & Sunset to name a few. They will become involved with different traditions such as calling the pipes, standing watch and serving in a ship.

**Cadet Ranks and Promotion**

The ranks that Sea Cadets use comes from the Royal Canadian Navy. To earn ranks, each cadet must be promoted based on:

- Training Completed;
- Behaviour and Deportment;
- Attitude and Bearing; and
- Overall attendance for the year.

*No Badge*

**Ordinary Seaman (OS)**

- Cadets are appointed to this rank immediately upon becoming a cadet.



**Able Seaman (AB)**

- Cadets are promoted to Able Seaman after his/her first 6 months in the corps.



**Leading Seaman (LS)**

- Cadets are promoted to Leading Seaman upon successful completion of the first year training program (Phase 1).



**Master Seaman (MS)**

- Cadets are promoted to Master Seaman upon successful completion of the second year training program (Phase 2).



**Petty Officer 2<sup>nd</sup> Class (PO2)**

- Cadets are promoted to Petty Officer 2<sup>nd</sup> Class upon successful completion of the third year training program (Phase 3).



**Petty Officer 1<sup>st</sup> Class (PO1)**

- Cadets are promoted to Petty Officer 1<sup>st</sup> Class upon successful completion of the fourth year training program (Phase 4).



**Chief Petty Officer 2<sup>nd</sup> Class (CPO2)**

- Cadet may only be promoted to Chief Petty Officer 2<sup>nd</sup> Class if they pass a Promotion Review Board and certain components of Phase 5.



**Chief Petty Officer 1<sup>st</sup> Class (CPO1)**

- Cadet may only be promoted to Chief Petty Officer 1<sup>st</sup> Class if the corps has an opening, pass a Promotion Review Board and completed Phase 5.

**General**

The cadet uniform is property of the Government of Canada. The items loaned to a cadet for wear as a uniform is expected to be cared for. Parents and cadets sign an agreement upon joining stating they understand this and take responsibility of such during the cadets' career in the system. Upon completion the uniform must be returned or a bill for monetary reimbursement will be sent to the family.

Military clothing and equipment requirements are expected to be cared for properly and frequently. All items should be clearly marked with ink.

Cadets will report in full uniform for all cadet functions. Uniforms will have:

- The tunic, gunshirt and pants ironed (creases on the pants must be sharp);
- All badges sewn on properly and in the correct spot;
- Seamans Cap is clean and the tally is tied correctly;
- Boots polished to a high gleam/mirror finish.

**The Uniform**

If the cadet has a worn or unfitting uniform part they must bring in the item. If the item can be replaced immediately then it will be, however, some items have to be ordered and may require a few weeks to have them delivered.

No part of the uniform is allowed to be worn outside of cadets activities (i.e. school, mall, park, costume, etc.). If the cadet is found wearing such without permission then they may be liable for the cost of replacement.

Valuable items such as radios, I-pods, cellular telephones, expensive cameras, jewelry, and civilian clothing should not be brought to the corps. Bringing valuables is done so at the cadet's risk as DND accepts no responsibility for personal property.

**Jewelry**

The wearing of jewelry by personnel in uniform is restricted. Wristwatches, ID or Medic Alert bracelets are permitted. A maximum of two rings may be worn provided that they are not of a gaudy or costume in nature.

Personnel in uniform shall not wear necklaces or chains about the neck. Females may wear only a single pair of plain gold, silver stud or white pearl earrings in pierced ears. A healing device of similar size not to exceed 0.6 cm. in diameter and spherical in shape may be worn while ears are healing after piercing. Only a single earring or healing device, worn in the centre of each ear, may be worn at a time.

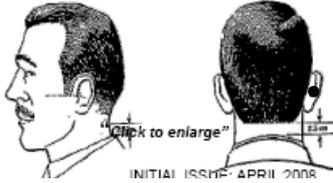
**Personal Appearance**

The standards of personal dress, appearance and grooming shall be such as to reflect credit on the individual and on the Canadian Cadet Organization as a whole. The following regulations are extracted from Canadian Forces Dress Regulations and Cadet Dress Regulations. They are not intended to be overly restrictive, but to ensure the maintenance of high standard of grooming consistent with military standards while also recognizing the standards of Canadian society and the traditional privileges, which have proven their value in fostering group identity and morale. The regulations are reasonable, enforceable, assure a favorable military image, and yet permit some individuality.



## Hair (Male)

- Neatly groomed;
- Taper-trimmed at the back, the sides, and above the ears, to blend with the hairstyle. A straight cut at the neck is permissible when the tapered appearance is maintained;



Not more than 15 cm (6 inches) in length and short enough so that when hair is groomed and headdress removed, no hair touches the ears or collar, or falls below the top of the eyebrows. The distance of the hair from the collar for the average man should be 2.5 cm (1 inch) but this may vary according to whether the individual has a short or long neck;

Not greater than 4 cm (1½ inches) in bulk at the top of the head with the bulk gradually decreasing from the top to blend with the tapered trimmed sides and back; and does not interfere with the proper wearing of any military headdress.

- Sideburns shall:
  - Not extend below the point where the top of the ear lobe joins the face;
  - Be squared off in a horizontal line at the bottom edge; and
  - Be taper-trimmed to conform to the overall hairstyle and of even width.

## Hair (Female)

- Hair shall be kept neat and well groomed and shall not extend below the lower edge of the jacket 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 military headdress. Hair ornaments shall not be worn. Bobby pins, hairpins and similar items used to secure the hair shall not be visible.



Braids, if worn, shall be styled conservatively and tied tightly, secured at the end by a knot or a small-unadorned fastener. A single braid shall be worn in the centre of the back. Double braids shall be worn behind the shoulders. Hair shall be a maximum length when gathered behind the head and braided which does not extend below the top of the armpit. Multiple braids and/or cornrows shall be directed toward the back of the head, pulled tight to the head and secured at the end by a knot or a small-unadorned fastener. Multiple braids extending below the lower edge of the collar are to be gathered in a bun.

## Headdress

Headdress must be properly placed atop the head. The cap is centered over the front of the head and then laid back until it becomes secure around the top.

- Placed evenly on the head with the sweat-band 2.5 cm above the eyebrows;
- The words of the cap tally are centered with the nose;
- The bow of the cap tally will be tied neatly; and
- The chin stay will be sewn in.

## ORDER OF DRESS (VISUAL)

C-1

### CEREMONIAL DRESS



- 
- WORN FOR FORMAL OCCASIONS
  - WORN FOR INSPECTIONS
  - MEDALS ARE WORN

C-2

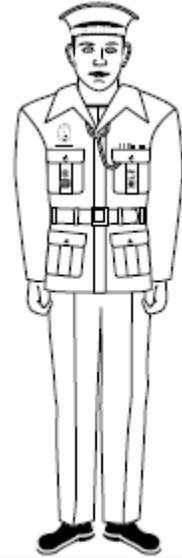
### MESS DRESS



- 
- WORN FOR MESS DINNER

C-3

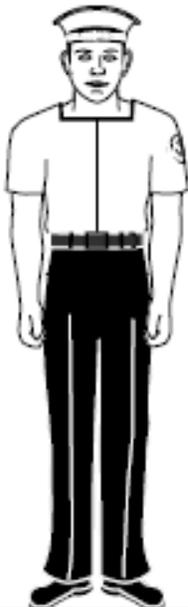
### SERVICE DRESS



- 
- WORN FOR REGULAR TRAINING
  - RIBBONS ARE WORN

C-3A

### ROUTINE TRAINING DRESS



- 
- WORN FOR REGULAR TRAINING
  - WORN DURING WARMER WEATHER

C-4

### SEA TRAINING UNIFORM



- 
- WORN FOR AUTHORIZED REGULAR TRAINING

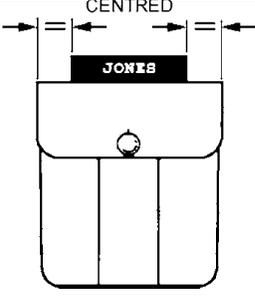
SPORTS

### SPORTS TRAINING DRESS



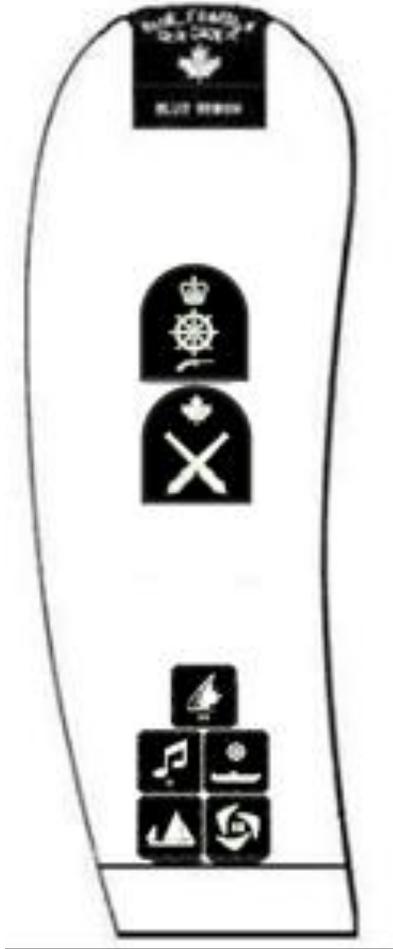
- 
- WORN DURING SPORTS ACTIVITIES

<p><b>Seaman's Cap</b></p>	<p>The Cap shall be worn as follows:</p> <ul style="list-style-type: none"> <li>• Placed evenly on the head with the lower band 2.5 cm above the eyebrows;</li> <li>• Chinstay sewn in;</li> <li>• Cap Tally tied properly and centered towards the front</li> </ul>	
<p><b>Tunic</b></p>	<p>The jacket shall be worn fully buttoned except the top button. Sleeves shall be rolled pressed with no creases. Jackets may be removed in buildings and offices when authorized.</p>	
<p><b>Tunic Belt</b></p>	<p>Shall be worn so as the excess of the belt, once attached, is on the same side as the buttonhole flap. The buckle shall be adjusted so that the excess of the belt is not more than 8 cm.</p>	
<p><b>Lanyard</b></p>	<p>Shall be worn under the collar of the tunic (not under the shoulder straps) with the knot at the level of the first fastened button (second button of the jacket from the top). The end of the lanyard shall be tucked into the inner corner of the left breast pocket with the slack of bight of the lanyard hanging 8 cm below the top of the pocket.</p>	
<p><b>Gunshirt</b></p>	<p>The Gunshirt is a square neck shirt worn by cadets. The centre and sleeves shall be vertically ironed to a sharp crease.</p> <p>Worn in C1, C3 and C3A orders of dress.</p>	
<p><b>Pants</b></p>	<p>Will be pressed without starch so as to have creases down the centre of each leg. Creases shall extend from the top of the leg to the bottom. The length of the trousers should extend to the third eyelet of the ankle boot.</p>	
<p><b>Belt</b></p>	<p>The trousers/slacks shall be worn with the issued black belt.</p>	
<p><b>Boots</b></p>	<p>Shall be laced across horizontally from side to side. Boots shall not be modified by any type of metal cleats, hobnails or other metal attachments to the heel or sole. No varnish other than shoe polish can be used to shine the boots.</p>	

<p><b>Nametag</b></p>	<p>The standard cadet name tag shall be detachable, made of black and white laminated plastic plate 6.3 cm in length and 1.2 cm in height, inscribed with white lettering 0.6 cm high, and shall indicate the surname of the cadet only.</p>	
<p><b>Cadet Socks</b></p>	<p>Shall be worn with boots. Cadets are highly encouraged to wear athletic socks of cotton or nylon underneath.</p>	
<p><b>Ballcap (STU)</b></p>	<p>Shall be worn on the head only when in STU dress</p>	
<p><b>T-Shirt (STU)</b></p>	<p>Shall be worn when wearing STU Shirt or for sports.</p>	
<p><b>Shirt (STU)</b></p>	<p>Shall be ironed neat on all parts. The sleeves will have vertical creases iron into them.</p> <p>Sleeves may be rolled up sharply past the elbow.</p> <p>Cadets are to wear their rank slip-on and ball cap.</p>	
<p><b>Parka</b></p>	<p>Worn during winter and when weather conditions dictate. RCSC crest must be worn on the left breast of the all-season jacket. The liner and the exterior jacket may be worn separately or as a set. Rank slip-ons shall be worn on both.</p>	
<p><b>Rank Slip-On (All Ranks)</b></p>	<p>Shall be worn with the parka and STU shirt.</p>	

**RIGHT SLEEVE**

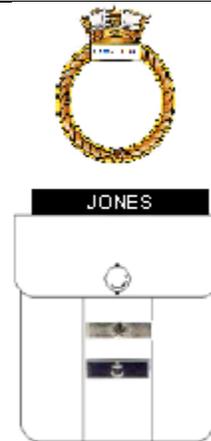
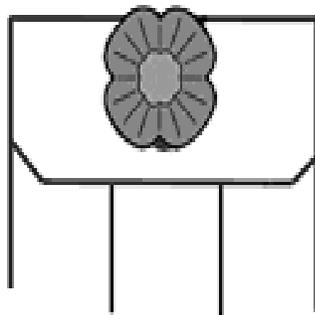
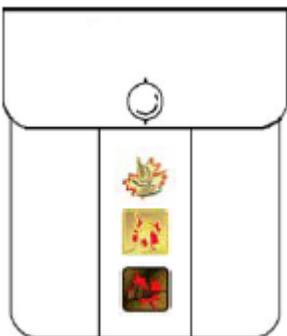
**LEFT SLEEVE**



**LEFT UPPER POCKET  
(AWARDED PINS)**

**LEFT UPPER POCKET  
(WITH POPPY)**

**CORPS CREST  
RIGHT POCKET (3cm)**

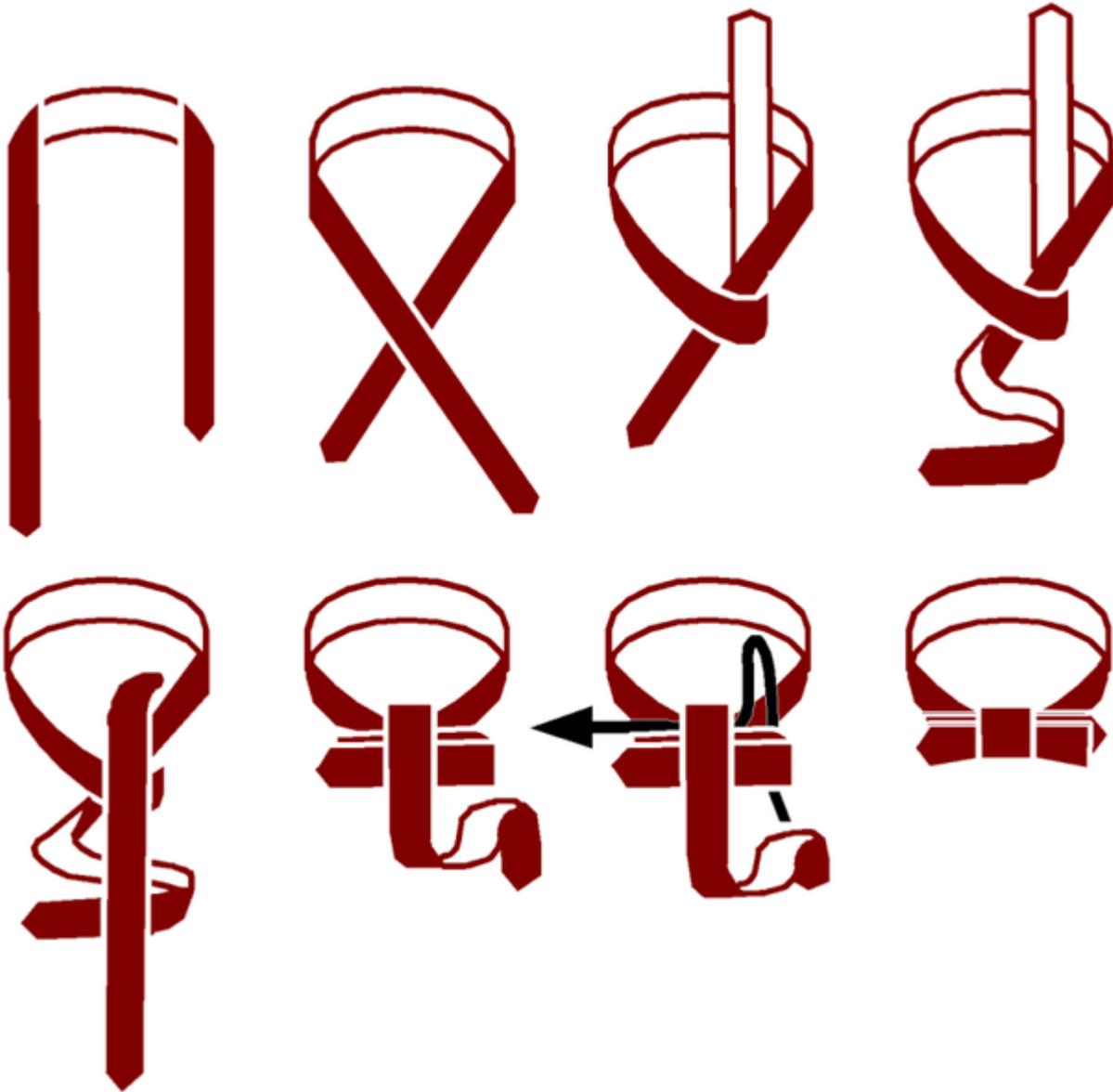


## ***DETAILED PROCEDURES TO CARE FOR THE SEA CADET UNIFORM***

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<b>Hanging</b>	Hang up your uniform and keep it in a safe place
<b>Name</b>	Put your name on the tags of all your uniform parts.
<b>Sewing</b>	<p>Follow the directions of where your badges are to be placed and ensure they are sewn in the proper spot. If you do it right the first time then you won't have to do it again.</p> <p>Rules to Remember:</p> <ul style="list-style-type: none"><li>• No bare or loose threads left hanging;</li><li>• Use thread that matches the colour of the badge;</li><li>• Do not use glue to attach the badges;</li><li>• Do not leave space between each stitch (i.e. no tack sewing);</li><li>• Do not pucker the material; and</li><li>• Professional services may be used at no cost to the Cadet Corps.</li></ul>
<b>Ironing</b>	<p>To prevent damage to your pants and tunic, use a damp press cloth between the iron and clothes when pressing. Always iron using the medium-high setting with steam. Be especially careful when pressing creases that you press the same crease that was there before and that you don't create a second crease alongside the first.</p> <p>Starch may be used on the Gunshirt to get a crisp crease. Be careful not to overheat the starch and permanently dis-colour/burn the shirt</p>
<b>Washing</b>	Wash your pants, tunic and socks in warm or cold water. Wash your shirt in hot water. All your uniform is safe for machine drying. You should wash your uniform on a regular basis. Wash your headdress, if required, by hand and let it air dry.
<b>Polish</b>	Polish your boots to a high gloss finish.
<b>Growth</b>	As you grow-up, your body changes and certain uniform parts may no longer fit. Don't wait till it's too late. Once you realize that the uniform may not be fitting properly then see supply ASAP to exchange for a new piece(s).
<b>Responsibility for the Uniform</b>	<p>You should follow these rules to help safeguard your uniform:</p> <ul style="list-style-type: none"><li>• Don't leave your uniform unattended;</li><li>• Mark your name in every item of clothing;</li><li>• Exchange damaged or poorly fitting parts of your uniform; and</li><li>• You must return your uniform promptly if you leave the Corps</li></ul>
<b>Pride</b>	Take pride in yourself and your uniform will follow.

DETAILED STEPS TO TIE A CAP TALLY



1. Place the tally around the brim of the cap;
2. Complete the steps shown above;
3. The bow will be neat, tidy, and tight with ends trimmed;
4. The bow shall be no longer than 5cm (2 inches) long when tied.
5. Any bow that does not look neat will be retired. Do it right the first time and it doesn't have to be tied again!

## DETAILED STEPS TO POLISH BOOTS

### Preparation:

- Kiwi brand products are the best to use on DND/CF boots (another brand will work fine);
- Black polish, polishing cloth, and an old toothbrush are required; and
- Container with cold water.

### Steps for successful polishing:

1. Prepare the place where you are going to clean and polish your shoes.
2. Remove the shoelaces. They shouldn't get in contact with the shoe polish.
3. First, remove the dirt from the catwalks using an old toothbrush or special polishing brush. The brush will remove the sitting dirt. Then add some polish and go back over the catwalks to darken them.
4. Next, remove all the rude dirt with a dry brush or a cloth. Then you should use the cloth and some warm water to get rid of the dust and fine dirt. Don't forget the heel and sole.
5. Now it's time to use shoe polish. Polish moisturizes (such as water), makes the leather flexible. The colour of the polish will be black.
6. Lay the polish very thin on your shoe. Every care product should be used very sparsely. Don't forget, less is more.
7. Apply the polish with a fine cloth carefully over the leather. It's recommended to start with the heel, going to the toe and on the other side back to the heel. Polish in circular motion. A trick is to use hot water to keep the polish soft, so it can be soaked in more easily.
8. After the first shoe is ready, let the polish soak in and do the second.
9. For a spit shine drop one or two drops clean water on the shoe when you're polishing. Just don't use spit. It's often quite aggressive and can destroy the patina, especially if you like to drink coffee, tee or love candy.
10. Repeat...



### Post Polish:

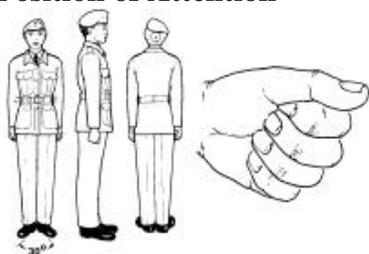
- Place the boots in a location with little dust or dirt;
- Place a cloth over the boots to help prevent dirt and dust;
- Polishing once a week will help to build a good base and assist every time you work on them;
- A high gloss shine is the standard...keep up the hard work and you will always be successful!

**General**

Cadets are assigned to Divisions. The cadet becomes part of the Division and thus a team member. Part of the team-building and team-work requires the cadet to perform basic movements. This is done by teaching you a series of standing and marching maneuvers, known as drill.

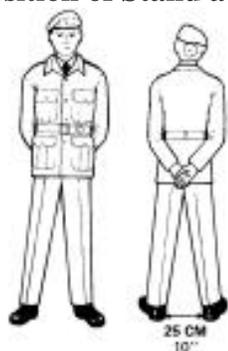
Amazingly, drill can be FUN. At first, it may feel awkward or uncoordinated. Don't worry, these are common feelings for a cadet who is just beginning to learn drill. Gradually, as cadets learn more and practice, they will get the hang of it. They will begin to feel a sense of satisfaction in getting it just right. As everyone works with each other, the Division will begin to feel a sense of pride in themselves and the cadet corps.

Giving drill commands is a loud and precise order. Some people mistake it for yelling. Instead, when orders are given for drill they have to be heard by everyone present and the leaders have to be loud.

**Position of Attention**

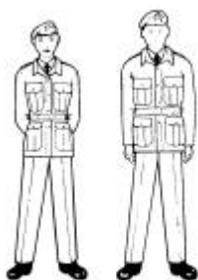
The position of attention is one of readiness in expectation of a word of command. Exactness in this position is important as the position is adopted by officers and cadets when addressing a superior:

- Heels together and in line.
- Feet turned out to form an angle of 30 degrees.
- Body balanced and the weight evenly distributed on both feet.
- Shoulders level, square to the front.
- Arms straight to the side with elbows and wrists touching the body.
- Head held erect.
- Looking straight to the front.

**Position of Stand at Ease**

The stand at ease is an intermediate position between attention and stand easy. It allows no movement, but can be maintained, without strain, for a longer time than the position of attention.

- Place heels 25 cm apart.
- Body weight evenly balanced on both feet.
- Arms behind the back.
- Palm of the right hand in the palm of the left hand.
- Thumbs crossed.
- Head held erect.
- Looking straight to the front.

**Position of Stand Easy**

Stand easy is ordered when it is time for the division to relax. This command is only given when the division is in the position of stand at ease.

- Close the hands.
- Arms held to the sides as for the position of attention.
- Standard pause.
- Relax.

It is important that you do not strain your body in any of these positions. If you tense up you place extra stress on your body and risk becoming faint, nauseous, or actually passing out. Relax, and don't forget to breathe!

## YOUTH AND POSITIVE SOCIAL RELATIONS

The main purpose of the cadet program is to train cadets. This happens through a variety of ways: education, practical exercises, life skills, responsibility, team-work, and much more. To maximize the benefit to everyone it is necessary to include everyone and make them a part of the team.

To this extent, the cadet system has taken a strong approach to ensuring a positive and safe environment for everyone. Education and constructive criticism are fundamental points in developing social skills, harassment and abuse are not. The cadet movement has employed an education system called the Youth and Positive Social Relations program.

This program stresses inclusion, team-work, and positive environment to everyone to engage in and become a full partner. The corps works very hard to ensure all members understand each other and not exclude anyone for any reason. If a cadet is confronted by personal negatives brought on by others directed at them then they should seek out help immediately. The corps Commanding Officer and Unit Positive Social Relations Officer shall be sought out immediately. These people are trained to offer assistance and help correct issues before they become major problems.

### **RIGHTS AND RESPONSIBILITIES OF CADETS**

#### **RIGHTS**

##### **As a cadet I have the right to:**

- be treated fairly and with respect
- belong
- feel safe
- be included
- learn
- seek help
- be heard
- make decisions
- be protected from emotional, physical and sexual abuse and all forms of harassment
- use the law
- say "No" to unwelcome behaviour

#### **RESPONSIBILITIES**

##### **As a cadet I have the responsibility to:**

- treat others with respect
- not exclude anyone
- help protect others
- respect personal boundaries; honour "No's"
- tell the truth
- listen
- not dominate others
- not misuse my power
- control my anger
- not harass anyone
- not abuse anyone
- get help if I need it

