

#55 NLCC CB Hill

Commanding Officer's

Standing Orders



Revised Sep 2017
LCDR(NL) Travis Park
Commanding Officer

TABLE OF CONTENTS

Item	Page
Article 1 - Attendance	1
Article 2 - Dress	2
Article 3 - Conduct	3
Article 4 - Discipline	5
Article 5 - Quarterdeck	6
Article 6 - Parade Deck	7
Article 7 - Officers Transporting Cadets	8
Article 8 - Ship's Security	9
Article 9 - Chain of Command	10
Article 10 - Fire Orders.	11
Building Security	12
ANNEX A – Key Distribution	13
ANNEX B – Building Lockup Procedures	14
ANNEX C – Officer's Signatures	15

Article 1 – Attendance

- 1.1 It is the responsibility of all staff members to attend parades.
- 1.2 If a staff member is unable to attend a parade, it is his/her responsibility to request leave the previous week, should he/she have advanced knowledge. If he/she does not have advanced knowledge, it is his/her responsibility to phone the XO or the CO prior to the next parade to facilitate scheduling of training.

If the officer requesting leave is scheduled to instruct, he/she will also be responsible for phoning the TrgO as early as possible to allow time to find a suitable replacement.
- 1.3 All officers will be expected to attend all mandatory parades including all inspections, ceremonial divisions, and any function where staff is needed for the safety of the cadets to ensure proper supervision.
- 1.4 Should any staff fail to comply with the above, they will be considered to be Absent without Leave (AWOL).
- 1.5 Any staff that is AWOL for three (3) consecutive parades or has problems meeting attendance requirements will be asked to meet with the CO to discuss the reason for the absence. The officer may be dismissed from the corps.
- 1.6 Cadets that are AWOL for three (3) consecutive weeks will be called by the AdminO or XO to determine the reason for the absence. These cadets may be asked to return their uniform.
- 1.7 Cadets must have minimum 80% attendance of regular and mandatory parades in order to attend any camps. Attendance at extra practices may be excluded at the CO's discretion as circumstances demand. The AdminO **must** be notified of all cadet leave of absences.

Article 2 – Dress

- 2.1 **ALL** officers and cadet instructors are to report on board for parades or public events in proper attire. Staff cadets will wear regulated seasonal dress. *Refer to NL (8).*
- 2.2 Uniforms are to be cleaned and properly pressed.
- 2.3 Black boots are to be worn with work dress; shoes are optional with # 1's. Black or grey wool socks are to be worn at all times in uniform.
- 2.4 Hair is to be above the collar and clear of the ears. Females are to have their hair pinned neatly and stowed under their caps. Earrings are to be plain studs. (Other jewelry should be discrete in design and not obvious). Refer to the NL226 for exceptions based on cultural accommodation.
- 2.5 Caps are to be properly cleaned and worn square on the head. Officers have the option of wearing white tops or berets, unless otherwise specified by the CO. Berets are not permitted on inspection nights or at any other time when the dress of the day is Number 1's (White top, tunic, with tie and long sleeve shirt for officers; long sleeve shirt with tie for CI's).
Cap - White, naval pattern; or, if appropriate Turban – White, navy league pattern or Hijab – White, navy league pattern – Refer to NL226.
- 2.6 Name tags are to be worn with white short sleeved shirts or when wearing Number 1's, with the exception of a mess dinner, where no name tags are worn.
- 2.7 It is the responsibility of each staff member to ensure that his/her uniform is properly cared for. All staff are to set an example for the cadets, and are therefore expected to maintain standard.
- 2.8 Black paste polish only is to be used on boots.
- 2.9 Winter dress shall commence on the weekend of Alberta Division Fall Training and terminate at the discretion of the CO.
- 2.10 Refer to the NL(226) for complete details on wearing of uniforms.

Article 3 – Conduct

- 3.1 All staff are to conduct themselves in an respectful manner at all times on or off the deck. Failure to comply will result in the offender appearing before the XO, and if necessary the CO.
- 3.2 Chewing gum while in uniform is forbidden.
- 3.3 Proper marks of respect are to be paid to all division and branch executive, officers, and CI's (i.e. saluting). Cadets are not required to salute staff cadets; however they are required to show staff cadets the same respect as officers.
- 3.4 Any staff reported for misconduct while enroute to or from the ship shall be addressed by the XO, and if necessary the CO.
- 3.5 Any staff caught smoking outside of the designated smoking area and designated times will be addressed by the XO. If the staff has to be confronted by the CO, action will be taken. Headdress is to be removed while smoking. Designated smoking times are prior to 1830, during stand easy, and after liberty boats. The latter two only apply if the staff member is not assigned to duty.
- 3.6 Any staff member arriving at cadets under the influence of alcohol or drugs will not be allowed on deck. The staff member will be strongly reprimanded, and if the offense is repeated, the CO will recommend that branch remove the member from the corps.
- 3.7 The use of profane language is forbidden. The XO and CO will address any staff using profane language in the presence of cadets. In which case he/she may be subject to suspension or dismissal from the corps.
- 3.8 Hands in pockets, cap on the back of the head or sleeves rolled up (unless in work dress) is forbidden. This applies to all staff and cadets.
- 3.9 All headdresses will be removed upon entering the ship's office.
- 3.10 Officers are never to place themselves in a position where they might be left alone with a cadet. If a cadet wishes to speak with an officer one on one to make a revelation, the officer shall ensure the conversation is conducted in a location when he/she can be observed by another officer while still maintaining the privacy of the conversation. The officer must coordinate with the observer in advance of having the conversation.
- 3.11 Risk Reduction – All activities are governed by the Cadet Safety Policy:
 - i. The well-being and safety of cadets is the first priority of the Navy League Cadet and Sea Cadet programmes.
 - ii. Safety Briefings shall be included in all activities where there is a risk to the cadet.
 - iii. Cadets shall be encouraged to work in pairs and groups wherever possible.

iv. Cadets should never be placed in a situation of one-on-one contact with officers or volunteers, except where such contact is unavoidable (e.g., a cadet wishes to make a revelation).

3.12 **NO** staff will administer First Aid or any other medical attention to other staff or cadets unless they carry a valid first aid card, or other medical certification.

3.13 All officers must follow the chain of command. If any officer has an issue to be dealt with, the first step is to report to the OOD, and from there to the XO. The CO should be apprised by the XO and/or OOD of all concerns. This ensures that the CO is never out of the loop regarding what is taking place within the corps.

If a problem arises with the CO that cannot be resolved at the corps level, the XO and only the XO will take procedures to the next level. (DAO, Branch President).

3.14 It is the responsibility of all officers to attend all scheduled officer meetings. This is where any non-time sensitive concerns are to be brought forward and dealt with accordingly. No discussions regarding Navy League related matters are to take place around cadets. NOTE: There is no requirement to have monthly staff meetings but they can be a beneficial way for officers to plan and discuss concerns.

Article 4 - Discipline

- 4.1 Disciplinary action will be taken towards any staff breaching the CO's Standing Orders or any Navy League of Canada Regulation.
- 4.2 Only the XO or CO can place a cadet on defaulters (any staff or regulatory cadet may refer someone for defaulters to the above listed). If the OOD is required to give a verbal reprimand to the same cadet for a third time, the matter must be referred to the XO, and must be entered in the defaulter's log. The defaulter's log is the responsibility of the XO who will make it available to the CO when required. Defaulters are to be in accordance with the Defaulters chart provided in Annex A of the NL8.
- 4.3 If a staff member, other than OOD, XO, or CO, is requesting defaulters, the staff member must document the incident, writing down accounts of all parties involved (including witnesses). A cadet being recommended for defaulters may choose to be represented by a member or staff. The staff member must then present it to the OOD or XO, depending on the severity of the incident.
- 4.4 If a staff member is to be reprimanded for a severe breach, he/she will meet with the XO and CO to discuss the matter. A formal written reprimand will be added to the staff record. After three written reprimands the staff member may be recommended for release.
- 4.5 Cadets placed on defaulters will be mustered by the XO to carry out assigned duties.
- 4.6 Cadets or staff may be placed on probation for a period as deemed necessary by the CO.
- 4.7 No papers will be added to or removed from any cadet files without the CO's knowledge or approval.
- 4.8 Only the CO will access officer's files. Any information to be added, copied or revised to these files will be handled by the CO in confidence. The CO will be responsible for the security of said documents.

Article 5 - Quarterdeck

- 5.1 Quarterdeck personnel shall include the OOD, QM, and Messenger.
- 5.2 The OOD is responsible for making sure that the official ship's log is filled out properly and available prior to Colours and Prayers. The log **IS NOT TO BE** left unattended at any time unless secured in ship's office. The OOD will not place the log at the quarterdeck unless the QM is present or another is temporarily assigned. If penmanship/spelling is a concern, the QM will make entries on a "reference" log sheet and the AdminO will copy this over to the official log sheet. All signatures must be on the official log.
- 5.3 All staff and visitors will sign the official ship's log. This does not include parents dropping off or picking up cadets.
- 5.4 All personnel are to salute when crossing the quarterdeck.
- 5.5 No officers or cadets will loiter about the quarterdeck except to sign in or receive request forms.
- 5.6 The OOD or QM is responsible to remove parents or guests from the doorway and hallway adjacent to the quarterdeck as duties warrant. Fire regulations demand a clear entranceway.
- 5.7 Late personnel are to report to the QM, be duly noted in the ship's log, and wait at the quarterdeck at attention. The OOD will note the names, and present to the XO and the AdminO. It is particularly important that the AdminO be advised immediately of the late cadets, so that the attendance can be updated in case of a fire drill.
- 5.8 Sterilization and issue of boatswain pipes used by quarterdeck staff is the responsibility of the XO.

Article 6 – Parade Deck

- 6.1 No personnel shall walk across the parade deck with the exception of Navy League officers, or the CPO unless being escorted. The only exception will be during classes held on deck. Headress may be removed during these classes.
- 6.2 Any cadet or staff crossing the parade deck without permission will be dealt with by the XO, or CO.
- 6.3 All movements on the parade deck are to be carried out smartly.
- 6.4 Supply will be open for kitting a cadet or parts exchange as indicated by the Supply Officer on the announcement whiteboard.
- 6.5 No one will be kitted or exchanges made without first having a request form go through the proper channels. Request forms are available at the quarterdeck throughout the evening.
- 6.6 All staff are to participate in Colours and Sunset with the exception of the CO and Admin O when duties prohibit.
- 6.7 The XO is responsible for making sure all guests stand during Colors & Prayers and also for Sunset.
- 6.8 Routine Orders are to be posted prior to formation for Colours and Prayers' and are to be prepared by the XO.
- 6.9 The following are to be posted at all times:
CO's Standing Orders

Commander's Standing Orders

Fire Orders and Fire Exit Route

Lockdown Procedures
- 6.10 The RPO will be responsible for the retrieving, stowing and security of the Canada Flag.
- 6.11 The parade deck and parade state are the responsibility of the XO.

Article 7 – Officers Transporting Cadets

- 7.1 All staff should be aware that if they are found transporting cadets outside of the scope of the Standing Orders they are liable for suspension if not dismissal from the Corps.
- 7.2 Any staff member who transports a cadet to any cadet related function is required to fill out the HP1 Driver's Log. Any officer driving a cadet to/from parade nights on a regular basis must complete the Driver's Log and update it quarterly. The CO is to be informed in advance when officers are transporting cadets. No officer should transport a cadet without another individual present, nor should a male officer transport two female cadets, etc.
- 7.3 These orders do not apply to staff members who are transporting their own children who are enrolled as cadets in the corps.
- 7.4 All staff should be aware that if they are involved in an accident while transporting cadets outside of the scope of these orders, the staff member could be held responsible for any actions resulting from death or injury.

Article 8 – Ship’s Security

- 8.1 The only staff permitted in the Admin filing cabinets are the CO and the AdminO.
- 8.2 Any papers in the ship’s office are to be treated as confidential unless they belong to you.
- 8.3 The key holders are the CO and the XO. The permission of the CO is required for any changes temporary or otherwise.
- 8.4 **NO ONE** except staff will be left unattended in ship’s office.
- 8.5 Any staff discovering a breach of office security must notify the CO immediately.
- 8.6 All non-Navy League visitors shall remain outside of the ship’s office unless invited in by the CO due to the confidential nature of paperwork used throughout the evening.
- 8.7 Anyone wishing to volunteer with the corps, any parent with questions, or any visitor to the ship, should be directed to the CO.
- 8.8 Only the CO has access to staff files. These files are to be kept in a locked drawer/cabinet at all times.

Article 9 – Chain of Command

- 9.1 All staff are to report minor concerns to the OOD, who will then bring it to the XO if necessary, unless the issue is with the OOD or XO. The OOD and XO are responsible for ensuring the CO is kept informed of all concerns within the corps.
- 9.2 If there are any major questions or concerns needing the CO's attention, officers are encouraged to send an email to the CO to set up a meeting. This does not apply to routine questions or queries. For routine matters, officers can feel free to approach the CO directly on parade nights.
- 9.3 Any staff member having a concern regarding another staff member should first try to resolve the matter one on one. If that approach is not successful, discuss the matter with the CO. This limits the number of people who are involved in the situation, therefore making it easier to resolve and put to rest.
- 9.4 The chain of command will be adhered to at all times unless otherwise directed by the CO.
- 9.5 The instructors are to report to the TrgO regarding any aspects of training. Instructors are to report to the XO regarding matters of ship's routine and corps discipline.

Article 10 – Fire Orders

- 10.1 The XO will affect one fire drill per month and is responsible for ensuring that nobody is left inside the building. All other persons shall leave by the nearest exit and form up at the designated safe zone. If officers and cadets are in any of the classrooms, the officer will direct and accompany the cadets to the safe zone through the nearest exit. All persons exiting the building must do so as quickly as possible, but it is the responsibility of all staff to ensure that nobody is running.
- 10.2 The OOD will secure the ships log before exiting the building.
- 10.3 The first officer to arrive at the safe zone will form the corps for a headcount. The corps will form in one division in the **PARKING AREA ONLY**.
- 10.4 The CO, TrgO and/or AdminO will be responsible for the accounting of both cadets and staff. Time is to be recorded in the ship's log immediately by the OOD.
- 10.5 Upon completion of the drill, the cadets will be marched back into the building.
- 10.7 Emergency: Phone 911
City Police: 421-3333 Main Switchboard
423-4567 Dispatch
377 for Cellular
Ambulance: 426-1494
Base Security:

Article 11 – Building Security

- 11.1 The Entry and Exit of H.M.C.S NONSUCH and facilities will be carried out as outlined on BUILDING LOCKUP PROCEDURES in ANNEX B.
- 11.2 Any building security or fire breaches must be reported immediately to the CO.
- 11.3 Lost or found items are to be reported to the XO.
- 11.4 No staff or cadets may enter further than the Quarterdeck position until first rounds are completed.
- 11.5 Only the CO or XO may conduct first and last rounds unless otherwise assigned by the CO.
- 11.6 The CO, XO, OOD and DWO will familiarize themselves with the Unit Security Orders.

ANNEX A

Corps Key List and Distribution

Key Type

Commanding Officer

Building Key	Nonsuch
Ship's Office	Nonsuch
Supply, Band Lockers	Safety
Officer, Armory, OOD Lockers	Testa
Admin Main Lockers, Mailbox	Safety
Training Locker	Master
Main Gate Key	Nonsuch

Executive Officer

Building Key	Nonsuch
Ship's Office	Nonsuch
Band Lockers	Safety

Administration Officer

Ship's Office	Nonsuch
Admin Dated, Food Lockers	Testa
Admin Main Lockers	Safety

Supply and Band Officers

Applicable Lockers Only

ANNEX B

Building Lockup Procedure

NOTE: SECURITY AND FIRE CHECK LOG AND NIGHT ROUNDS BOOK ARE LOCATED AT THE NONSUCH SHIP'S OFFICE.

1. In the event of a security or fire infraction, the rounds officer will contact the last person indicated on the BUILDING SECURITY AND FIRE CHECK LOG. If unavailable, contact NONSUCH personnel in the following order.
 - a) OOD as assigned in SECURITY AND FIRE CHECK LOG.
 - b) Assistant Security Officer & Fire Warden.
 - c) Security Officer.

2. Carry out complete exterior and external rounds of the facilities ensuring the following:
 - a) All entrances to the pool area are secure and there are no persons in the building.
 - b) All NONSUCH Office and classroom doors were locked and latched. Note any discrepancies in the NIGHT ROUNDS BOOK.
 - c) Any loose items are collected and secured in ship's office.
 - d) Enter the Date and Time in the NIGHT ROUNDS BOOK.

3. Complete final rounds ensuring the following:
 - a) All inside doors except the heads are closed, locked and latched. Check that outside doors are locked and check that they cannot be pushed or pulled open. The male locker room door shall be locked.
 - b) There are no persons remaining in the building.
 - c) All entrances to the pool area are secure.
 - d) Lights to be left on are the hallway and exterior lights. Also one light in each mess.
 - e) Classroom, trailer, heads, afterdeck and parade deck lights are to be out.
 - f) All taps in the heads are off.
 - g) The ship's office is clean and secure.

4. Print Name, Corps and home phone number in NIGHT ROUNDS BOOK.

5. Lock both gates and ensure locks are completely closed. **Please note that the gate locks are to be secured to the gates upon entering H.M.C.S. NONSUCH to prevent loss of the locks.**

ANNEX C

Officer's Signatures

Jul 7, 2017

To: All NLCC CB Hill Staff

RE: Commanding Officers Standing Orders

All Staff are required to read and sign the revised Standing Orders for the Training Year 2017-2018.

Name:

Date:
