

2016

# NL Cadet and Officer Drill Manual

NL 225E



# NAVY LEAGUE CADETS AND OFFICERS DRILL MANUAL

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## **Chapter 1 - Introduction**

### **1.01 Purpose**

- a) This publication provides instructions on procedures for ceremonies involving Navy League Cadets. It also provides direction and establishes uniformity for drill and ceremonial specific to Navy League Cadets. This will allow all NL Cadet Corps to perform in accordance with the customs and finest traditions of the Navy League of Canada.

### **1.02 Aim**

- a) The aim of drill and ceremonial is to contribute to efficiency and to maintain a high degree of excellence that cadets shall demonstrate during the execution of drill and ceremonial:
  - i. ensuring that the Cadets efficiently march and manoeuvre together as one; and
  - ii. promoting self-discipline, alertness, precision, pride, steadiness and the cohesion necessary for success.

### **1.03 General**

- a) The recruits first observe ship's company organisation and the chain of command on the parade square. Here, the officers, cadet petty officers and cadets all have their own duties and functions to perform.

### **1.04 Drill and Procedure**

- a) Drill is composed of standard postures, movements and evolutions completed in response to particular words of command; e.g., "ATTENTION" and "REMOVE HEADDRESS". These commands appear following the heading for each movement in this manual in quotations. No deviations are allowed unless specifically mentioned in this manual to ensure that the Navy League Cadet Organisation marches and manoeuvres as one.
- b) The term "squad" is used as a precursor to each command in the manual, and should be called before the order during drill lessons and drill practice to small groups. When performing drill in ceremonies, the division will be given a name to use in replace of "Squad" if one has been designated (i.e. division name). Commands may also have the precursory term "Ships Company" or "A Company", etc., as the situation calls for.

### **1.05 Standard Pause**

- a) The standard pause between each drill movement is two beats of quick time, i.e., forty movements to the minute.
- b) In the early stages of training, the division shall call out the time when executing drill movements.
- c) To warn the division that the time is to be called out, the instructor will precede the command for the movement with the cautionary command CALLING OUT THE TIME. For example, on the command CALLING OUT THE TIME, RIGHT- TURN, the division:
  - i. executes the first movement of the turn on the executive order and simultaneously calls out "One";
  - ii. after completing the first movement, calls "Two", "Three" while observing the standard pause;
  - iii. when executing the final movement, calls out "One".
  - iv. after completing a movement on the march, a recruit squad shall call the step for three paces; e.g., on quick march, "Left- Right -Left".

### **1.06 Drill Standards**

- a) Exaggerated or modified drill movements and idiosyncrasies demonstrate inefficient and undisciplined training, and a failure of the unit to focus on the purpose and use of drill in modern cadet organisations.
- b) Drill that is well taught and executed develops individual pride, mental alertness, precision and esprit-de-corps which will assist the individual cadet to carry out orders instinctively at all times.
- c) Good drill, well-rehearsed, closely supervised and precise, is an exercise in obedience and alertness. It sets the standard for the execution of any duty, both for the individual and the unit, and builds a sense of confidence between commander and subordinate that is essential to high morale.

### **1.07 Particulars**

- a) When the movements calls for either leg to be raised or carried from the deck, the foot and lower leg shall remain relaxed, with the toes naturally pointed downwards. The foot shall be raised so that the toes are 15 cm from the deck.
- b) When the movement calls for placing the foot on the deck, the individual shall use a "toe-heel touch" in which the toe always makes contact directly before the heel is placed on the deck.

## Chapter 2 - Drill at the Halt

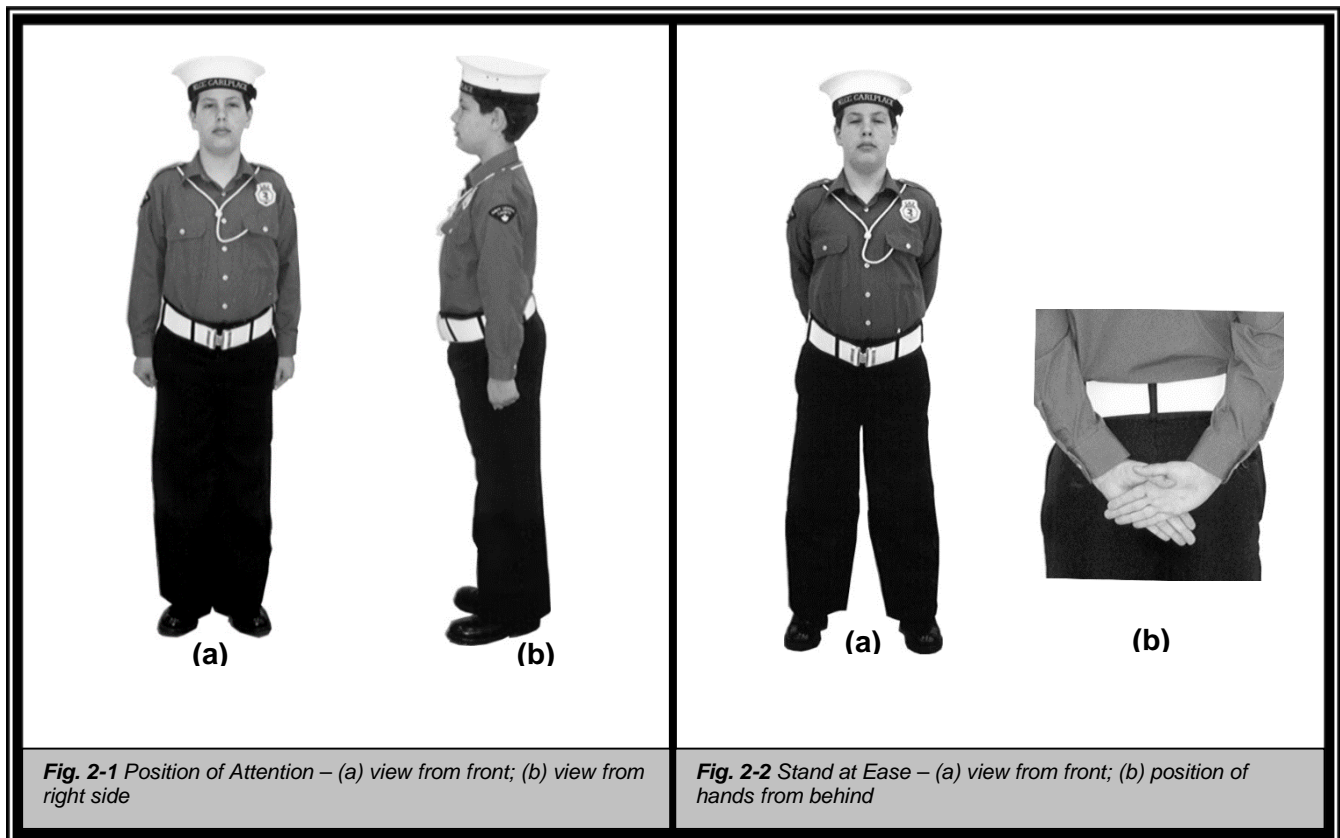
### 2.01 The Position of Attention

a) purpose – the position of readiness. Used when:

- i. cadets or officers are speaking to a superior (i.e. officer);
- ii. cadets are ready to march, and when they stop marching;
- iii. during inspections; and
- iv. during Colours and Sunset.

b) things to look for:

- i. heels together and in line;
- ii. feet turned out to form an angle of 30 degrees;
- iii. body balanced and the weight evenly distributed on both feet;
- iv. shoulders level and square to the front;
- v. thumbs touching the seam of the pant leg and pointing down, knuckles touching the pant leg;
- vi. arms straight to the side with the elbows and wrists touching the body; and
- vii. head and eyes straight to the front.



**NOTE:** Although this is a still position, remind cadets to keep their muscles relaxed and breathe regularly! They may also wiggle your toes and bend your knees SLIGHTLY in order to keep comfortable. It is also important to be wearing the uniform properly, without being constricted by a tight belt or small cap.

- c) Instruct cadets that they can fall out if they are not feeling well. They should take off their cap (hold onto it) and kneel down. The DPO (or DO) will see their signal, and walk them off the parade deck.

## **2.02 Attention to Stand at Ease – “Squad, Stand at – EASE”**

- a) purpose – a more comfortable version of Attention which should be used when standing still for longer periods of time.
- b) things to look for:
  - i. raise the left foot 15 cm and move it to the left by bending the left knee, keeping the foot and lower leg relaxed;
  - ii. straighten the left leg and place the left foot about 25 cm away from the right foot (or shoulder width apart);
  - iii. as the left foot touches the deck, both arms are moved behind the back;
  - iv. put the right hand in the palm of the left;
  - v. cross thumbs and straighten fingers;
  - vi. balance body evenly on both feet; and
  - vii. the remainder of the body is the same as for the position of attention.
- c) The timing for this movement is simply, “ONE”, called out as the left foot touches the deck.

## **2.03 Stand at Ease to Stand Easy – “Squad, Stand – EASY”**

- a) purpose – used when it is time for the division to relax. It is only given if the division is standing at ease
- b) things to look for:
  - i. close your hands and bring them to the side as in the position of attention;
  - ii. observe a standard pause (1 second); and
  - iii. relax the body - DON’T FALL APART! – no moving your feet or talking.
- c) The timing for this movement is simply, “ONE”, called out as the arms reach the side of the body.

## **2.04 Stand at Ease to Attention – “Squad, Atten – TION”**

- a) purpose – used to bring the division to the position of Attention and continue with other movements (i.e. marching, dismissing)
- b) things to look for:



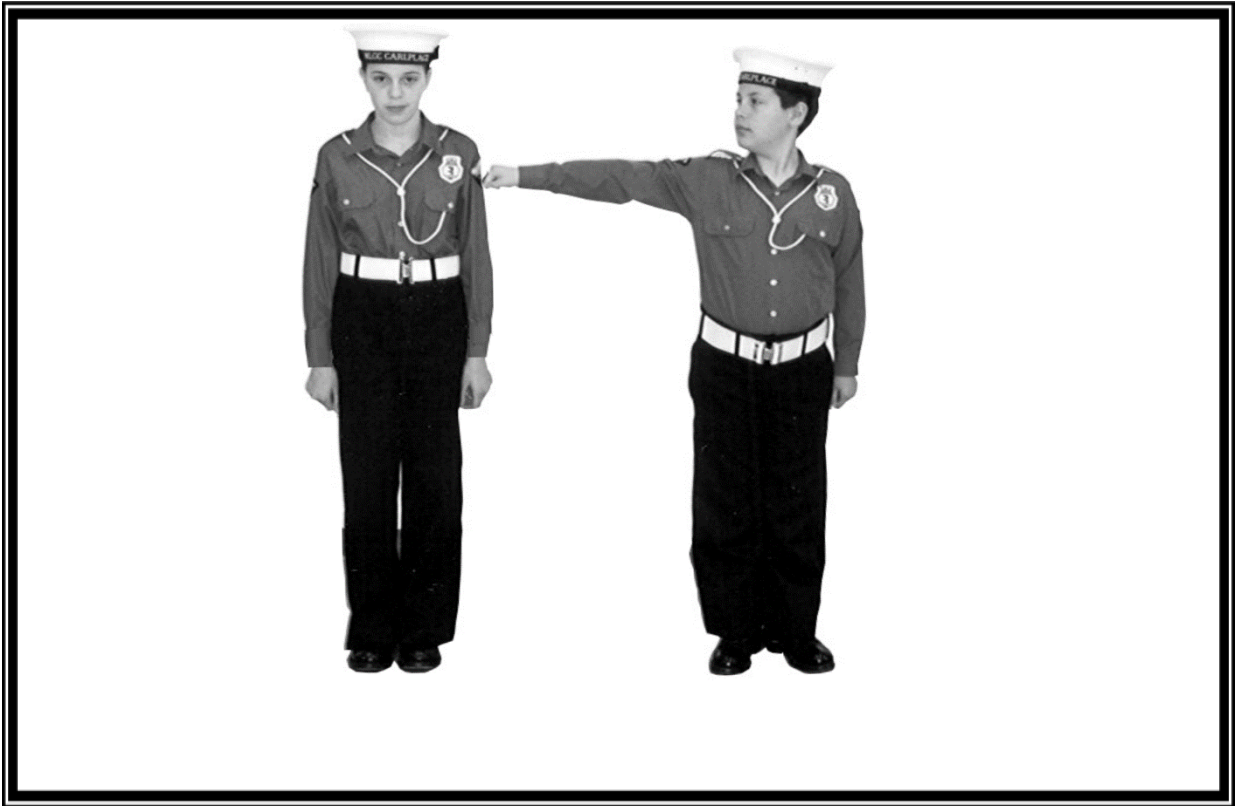
- i. carry the left foot to the right by bending the left knee, keeping the foot and lower leg relaxed;
  - ii. straighten the left leg and place the left foot beside the right;
  - iii. feet should be at a 30 degree angle as in the position of attention;
  - iv. as the left foot touches the deck, both arms are moved to the side;
  - v. hands and arms revert to the position of Attention; and
  - vi. balance body evenly on both feet;
- c) The timing for this movement is simply, “ONE”, called out as the left foot is placed on the deck.

**NOTE:** There is only one order that can be completed from the Stand Easy position. When you hear the beginning of the next drill command, you should immediately assume the position of Stand at Ease.

## **2.05 The Right Dress – “Squad, Right – DRESS”**

- a) purpose – used to keep a division in line, from left to right, and from front to back.
- b) This order is broken into 3 movements:
- c) 1<sup>st</sup> Movement
  - i. the right hand cadet of the front rank remains at attention; and

- ii. everyone else takes one 40 cm pace forward with the left foot, bends the right knee, and brings the right foot beside the left to assume the position of attention.



**Fig. 2-3** Right Dress – 2<sup>nd</sup> movement – all cadets in the front rank (except right marker) shall turn their heads to the right to remain in line from side to side.

d) 2<sup>nd</sup> Movement

- i. the right file of cadets remains at attention;
- ii. all others turn their head and eyes to the right as far as possible without straining;
- iii. at the same time, cadets in the front rank, except the right-hand marker, quickly extend their right arms to their full extent behind the shoulder of the cadet on the right, arm parallel to the ground;
- iv. hands are closed as in the position of attention;
- v. back of the right hand facing up;

e) 3<sup>rd</sup> Movement

- i. the right marker remains at attention;
- ii. the remainder of the division take up correct alignment and distance by taking short quick paces until in the correct position; and
- iii. movement starts with the left foot.

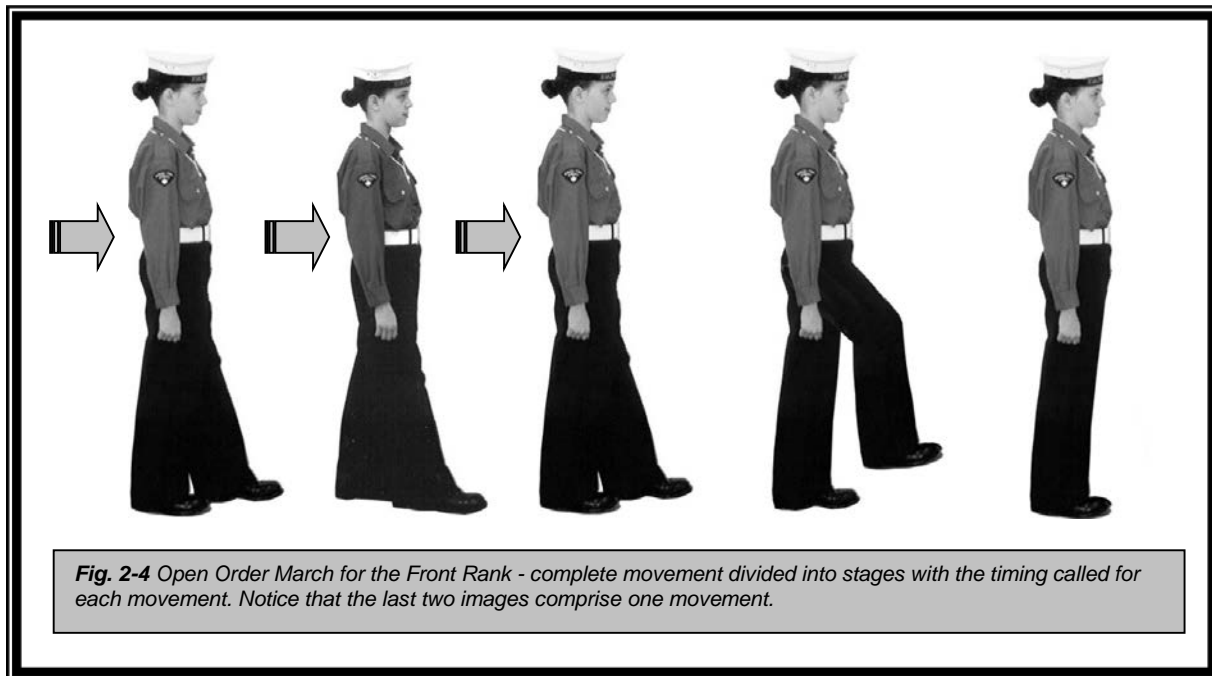
- f) Timing – when all 3 movements are done in sequence, the standard pause is counted between each one. The timing for this movement is “1...2...3...1...2...3...1”, where the first count of “1” is when the right foot is placed on the deck, and where the shuffle into position occurs immediately after the last count of “1”.

## **2.06 Eyes Front – “Squad, Eyes – FRONT”**

- a) purpose – allows the cadets in the division to assume the position of attention after a right dress.
- b) things to look for:
  - i. on the command, cadets will snap their head and eyes to the front and at the same time, cut the right arm to the side as in the position of attention.
- c) The timing for this movement is simply, “ONE”, called out as the right arm is down to the position of attention.

## **2.07 Open Order March – “Squad, Open Order – MARCH”**

- a) purpose – allows more room in between ranks for inspections.
- b) This order is broken into 4 movements. The movements described below are for a division with three ranks. If the division only has two ranks, the front rank remains at the position of attention.
- c) 1<sup>st</sup> Movement
  - “LEFT”                      “RIGHT”                      “LEFT”                      “HALT”
  - i. cadets in the front rank take one 35 cm pace forward with the left foot;
  - ii. cadets in the rear rank take one 35 cm pace to the rear with the left foot; and
  - iii. keep the remainder of the body at the position of attention (do not swing arms); and
- d) 2<sup>nd</sup> and 3<sup>rd</sup> Movements
  - i. cadets in the front rank take 2 more 35 cm paces with the right, and then left foot; and
  - ii. cadets in the rear rank take 2 more 35 cm paces with the right, and then left foot.



e) 4<sup>th</sup> Movement

- i. cadets in the front and rear ranks shall bend their right knee and bring their right foot beside the left in double time to assume the position of attention.
- f) Timing – When the movements are combined, there is NO standard pause, and the paces forward and to the rear are performed without stopping. The timing for this movement is “LEFT-RIGHT-LEFT-HALT”.

**NOTE:** It is important for the cadets to practice looking out of the corner of their eye to maintain dressing while moving in the ranks. Try not to move the head! Usually, a right dress is ordered after this movement.

## 2.08 Close Order March – “Squad, Close Order – MARCH”

- a) purpose – used to close up ranks after the Open Order March.
- b) This order is broken into 4 movements:
- c) 1<sup>st</sup> Movement
  - i. cadets in the front rank take one 35 cm pace backward with the left foot;
  - ii. cadets in the rear rank take one 35 cm pace forward with the left foot; and
  - iii. keep the remainder of the body at the position of attention.
- d) 2<sup>nd</sup> and 3<sup>rd</sup> Movements

- i. cadets in the front rank take 2 more 35 cm paces back with the right, and then left foot; and
- ii. cadets in the rear rank take 2 more 35 cm paces forward with the right, and then left foot.

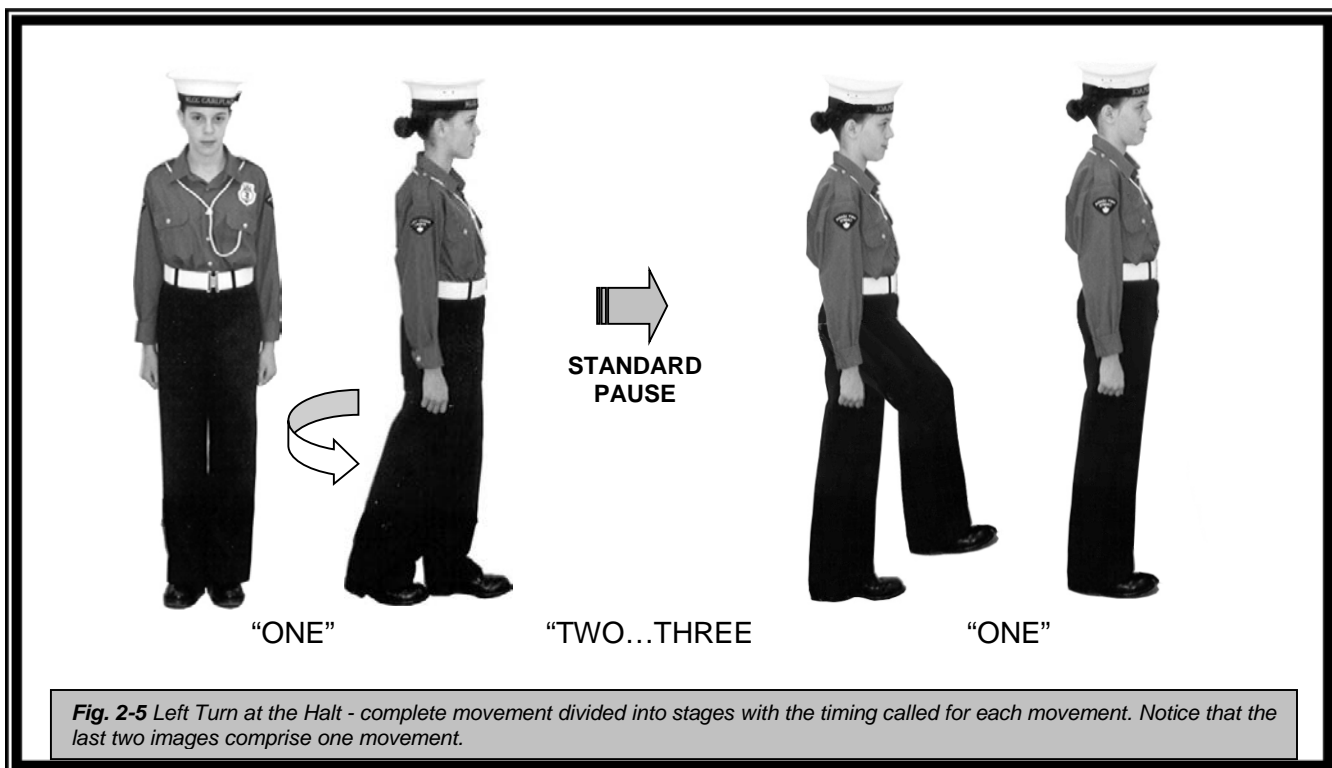
e) 4<sup>th</sup> Movement

- i. cadets in the front and rear ranks shall bend their right knee and bring their right foot beside the left in double time to assume the position of attention.
- f) Timing – When the movements are combined, there is NO standard pause, and the paces forward and to the rear are performed without stopping. The timing for this movement is “LEFT-RIGHT-LEFT-HALT”.

**NOTE:** It is important for the cadets to practice looking out of the corner of their eye to maintain dressing while moving in the ranks. Try not to move the head! Usually, a right dress is ordered after this movement.

## 2.09 The Left Turn at the Halt – “Squad, Left – TURN”

- a) purpose– used to turn a cadet or division 90° to the left
- b) This order is broken into 2 movements:
- c) 1<sup>st</sup> Movement
  - i. maintain the position of attention with the upper body;
  - ii. keep your arms at your side with both knees braced; and
  - iii. pivot to the left 90° on the left heel and the right toe



d) 2<sup>nd</sup> Movement

- i. bend your right knee and assume the position of attention.

e) Timing – when the 2 movements are combined, the timing for the left turn is “1...2...3...1”

**2.10 The Right Turn at the Halt – “Squad, Right – TURN”**

a) purpose– used to turn a cadet or division 90° to the right

b) This order is broken into 2 movements:

c) 1<sup>st</sup> Movement

- i. maintain the position of attention with the upper body;
- ii. keep your arms at your side with both knees braced; and
- iii. pivot to the left 90° on the right heel and the left toe

d) 2<sup>nd</sup> Movement

- i. bend your left knee and assume the position of attention.

e) Timing – when the 2 movements are combined, the timing for the right turn is “1...2...3...1”

**2.11 The About Turn at the Halt – “Squad, About – TURN”**

a) purpose - used to turn a cadet or division 180°, always to the right.

b) This order is broken into 2 movements:

c) 1<sup>st</sup> Movement

- i. maintain the position of attention with the upper body;
- ii. keep your arms at your side with both knees braced; and
- iii. pivot to the right 180° on the right heel and the left toe.

d) 2<sup>nd</sup> Movement

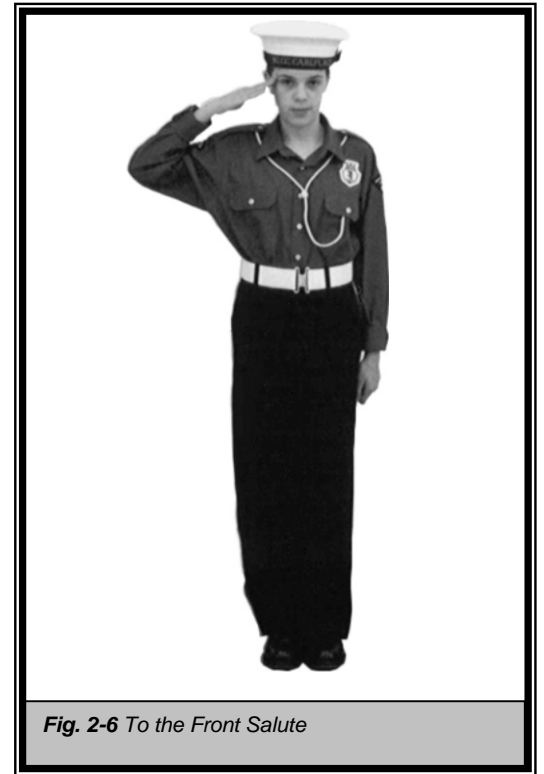
bend your left knee and assume the position of attention.

e) Timing – when the 2 movements are combined, the timing for the left turn is “1...2...3...1”

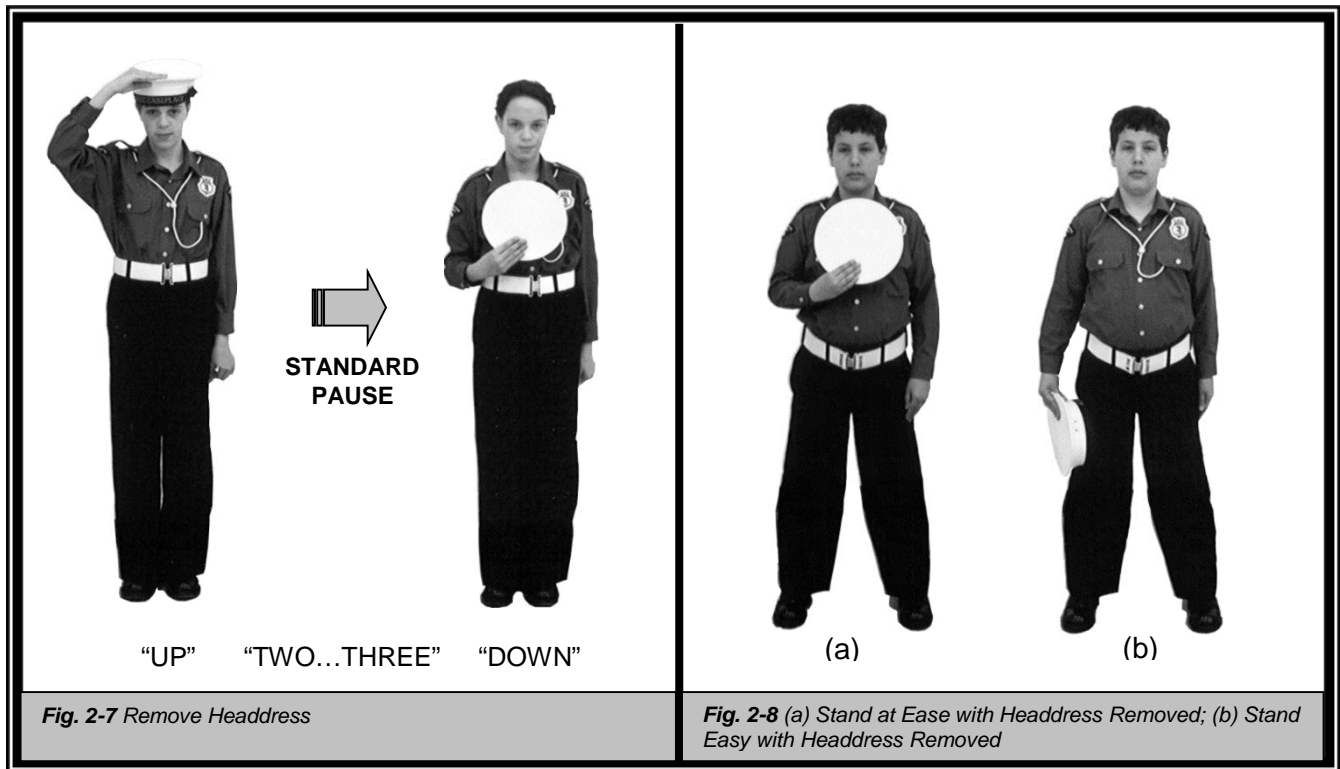
## 2.12 Saluting – “Squad, to the front – SALUTE”

- a) purpose – the movement is used when:
  - i. passing an officer;
  - ii. before and after speaking with an officer;
  - iii. when the Canadian Flag is being raised or lowered (Colours and Sunset); and
  - iv. during the playing of the National Anthem.
- b) This order is broken into 2 movements
- c) 1<sup>st</sup> Movement
  - i. bend the right elbow and open the palm of the right hand;
  - ii. force the right hand up to the outside of the right eyebrow by the shortest route (straight up);
  - iii. straighten the thumb and fingers of the right hand so that the second finger touches the corner of the eyebrow;
  - iv. keep the hand, wrist, and forearm in a straight line; and
  - v. keep the upper arm parallel to the deck
- d) 2<sup>nd</sup> Movement

cut the right arm back down to your side and assume the position of attention.
- e) Timing – when the movements are done in sequence, the standard pause is counted. The timing for this movement is “**up**...2...3...**down**”.



## 2.13 Remove Headdress – “Squad, Remove – HEADDRESS”



a) purpose – used for prayers and at times when ordered to relax on parade.

This order is broken into 2 movements:

b) 1<sup>st</sup> Movement

- i. bring the right hand to the peak of the cap by the shortest route
- ii. grasp the front of the cap between the thumb and finger
- iii. keep fingers aligned and parallel to the shoulders
- iv. keep upper arm parallel to the deck

c) 2<sup>nd</sup> Movement

- i. bring the cap down to the centre of the chest
- ii. maintain the grasp on the cap and hold it above the hand

d) Timing - when the movements are done in sequence, the standard pause is counted. The timing for this movement is “**up**...2...3...**down**”.

### NOTES:

Standing at Ease with Headdress Removed – same as “Stand at Ease” except that the hands and cap remain in the same position as above;



Standing Easy with Headdress removed – cut the right arm (with cap) to the right side of the body, maintaining the same grip and ensuring that the right arm is straight;

When at the “Stand Easy” position, cadets should immediately revert to the “Stand at Ease” at the beginning of the next order; and

Stand at Ease to Attention with headdress removed – same as “Attention” except that the hands and cap remain in the same position.

## **2.14 Replace Headdress – “Squad, Replace – HEADDRESS”**

- a) purpose – used to bring cadets to the proper position of attention after headdress has been removed
- b) This order is broken into 2 movements:
- c) 1<sup>st</sup> Movement
  - i. bring the cap up and place it properly on the head – DO NOT ADJUST IT;
  - ii. maintain the same grasp on the cap;
  - iii. ensure that hand, wrist, and forearm are in line; and
  - iv. keep forearm parallel to the deck.
- d) 2<sup>nd</sup> Movement
  - i. return the right arm to the position of attention by the shortest route.
- e) Timing – when the movements are done in sequence, the standard pause is counted between each one. the timing for this movement is “**up...2...3...down**”.

## **2.15 The Dismissal – “Squad, dis – MISS”**

- a) purpose – to let the cadets in a division carry on in a uniformed manner
- b) things to look for:
  - i. the first and second movement make up a right turn at the halt (**1...2...3...1**);
  - ii. the third movement consists of the cadets marching at the quick for 3 paces before breaking off at their own time (left...right...left); and
  - iii. if an officer is on parade or present for a drill class, a “To the front salute” is performed between the right turn and the marching (standard pause is still observed between each movement).
- c) Timing – when the movements are combined, a standard pause is observed between each one. The full timing is as follows;

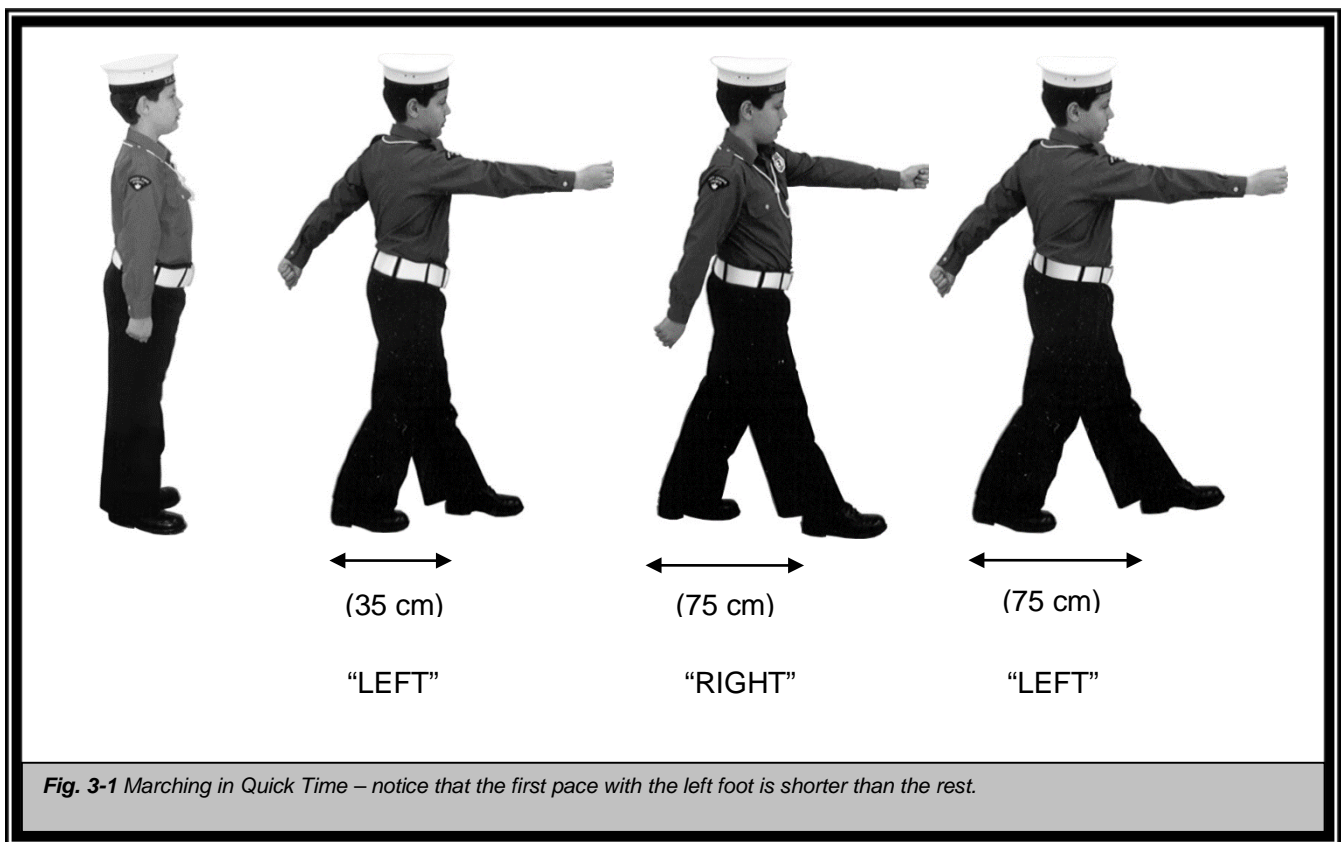
no officer on parade – “**1...2...3...1...2...3...left...right...left**”

officer on parade – “**1...2...3...1...2...3...up...2...3...down...2...3...left...right...left**”

## Chapter 3 - Drill on the March

### 3.01 Marching in Quick Time – “Division, Quick – MARCH”

- a) purpose – marching is the method that we use for moving from one place to another
- b) This order is broken into 3 movements:
- c) 1<sup>st</sup> Movement
  - i. step forward with the left foot approximately 35 cm;
  - ii. swing the right arm straight forward so that the hand is in line with the waist;
  - iii. swing the left arm straight back so that the hand is in line with the waist;
  - iv. keep the head and eyes to the front; and
  - v. keep the arms straight – NO BENDS IN THE ELBOWS!
- d) 2<sup>nd</sup> Movement
  - i. take a 75 cm pace with the right foot;
  - ii. swing the right arm ball the way back;
  - iii. swing the left arm straight forward; and
  - iv. keep all else the same.



e) 3<sup>rd</sup> Movement

- i. continue marching forward by taking a 75 cm pace with the left foot; and
- ii. continue swinging arms as for the first 2 movements.

- f) Timing – when the 3 movements are combined, DO NOT observe the standard pause in between. The timing for this movement is “left...right...left”.

**3.02 Halting from the Quick March – “Division – HALT” (called on the left foot)**

- a) purpose – used for the purpose of stopping an individual or division while marching

- b) This order is broken into 3 movements:

- c) 1<sup>st</sup> Movement – the “HALT” is called when the left foot touches the deck

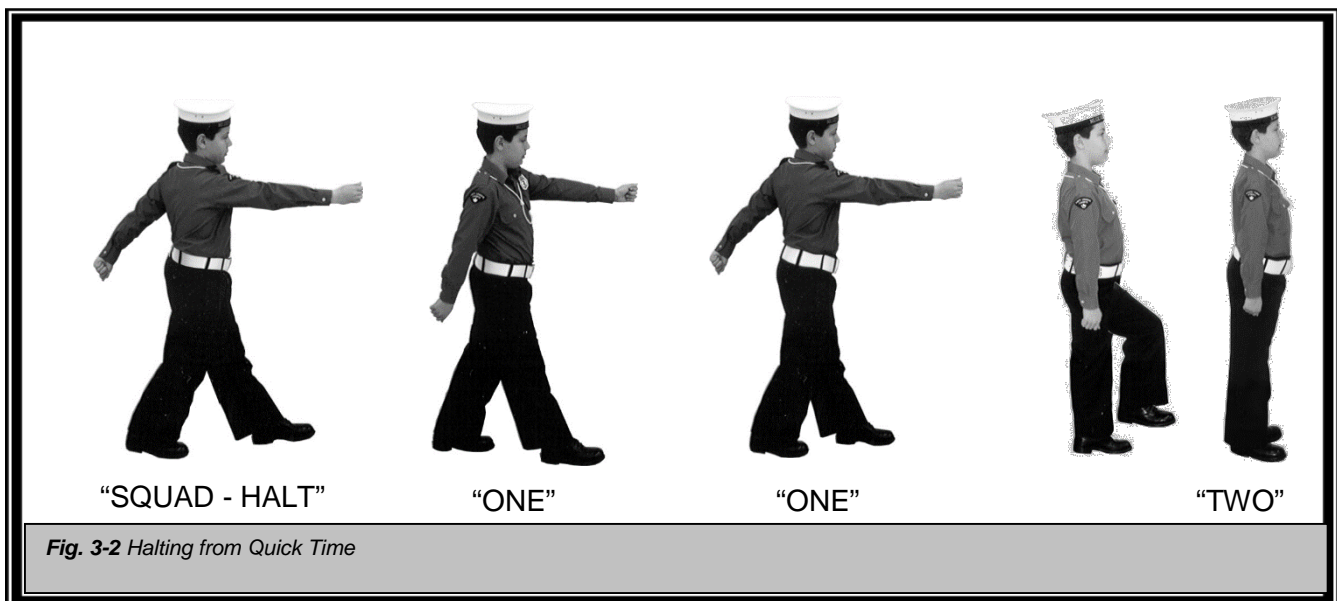
- i. take a normal marching pace (75 cm) with the right foot
- ii. swing the left arm forward and right arm back as in Marching in Quick Time

- d) 2<sup>nd</sup> Movement

- i. take a 35 cm pace with the left foot
- ii. swing the right arm forward and the left arm back

- e) 3<sup>rd</sup> Movement

- i. bend the right knee and straighten it in double time
- ii. cut both arms to the side and assume the position of attention



- i. keep the right leg straight and bring it into the left leg
- ii. cut the arms into the side as in the position of attention

- iii. raise the left foot 15 cm off the deck by bending the left leg and letting the lower leg hang free
  - iv. bring the left leg down to the position of attention
- e) 3<sup>rd</sup> Movement
- i. repeat the 2<sup>nd</sup> movement with the right leg
  - ii. continue marching on the spot
  - iii. maintain the same cadence (timing) as for marching
- f) Timing - when the 3 movements are combined, DO NOT observe the standard pause in between. The timing for this movement is “check...in...left...right...left”.

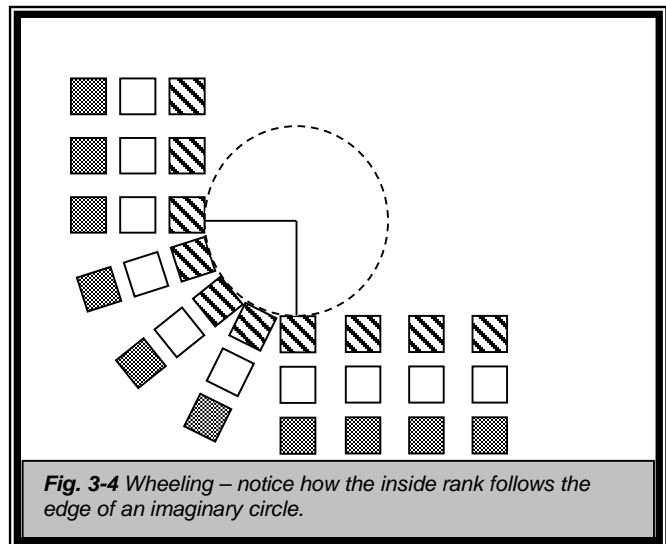
### **3.04 Forward from Mark Time – “Division, For – WARD” (called on the left foot)**

- a) purpose – to commence marching from the “Mark Time”
- b) This order is broken into 2 movements:
- c) 1<sup>st</sup> Movement
 

take one more “Mark Time” pace with the right foot
- d) 2<sup>nd</sup> Movement
  - i. shoot the left foot forward and take a 35 cm pace
  - ii. continue marching and swinging arms
- e) Timing – when the two movements are combined, the timing is “check...left...right...left”

### 3.05 Wheeling on the March – “Left/Right – WHEEL”

- a) purpose – wheeling changes the direction that the division marches by 90° to the left or right.
- b) things to look for:
  - i. cadet on the inside of wheel takes shorter paces cadet in middle takes normal 75 cm pace cadet on the outside takes larger paces
  - ii. the wheel should be complete in 4 paces
  - iii. the three cadets in the file should remain in line throughout the wheel

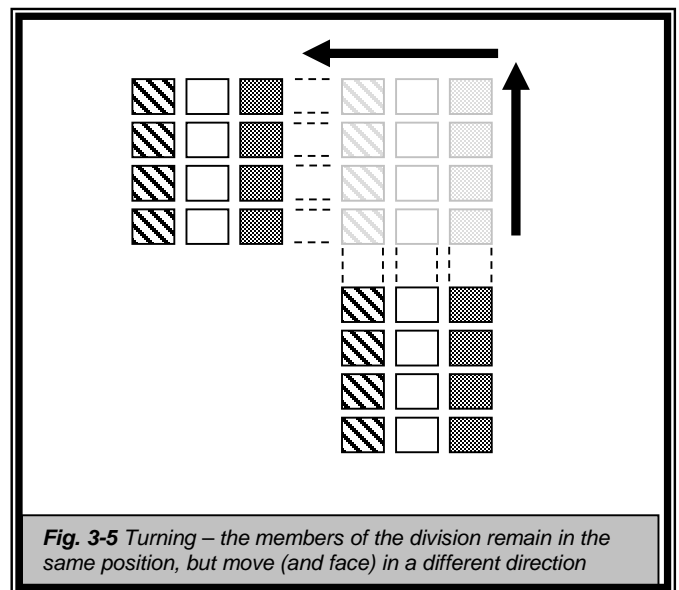


### 3.06 Left (Right) Turn on the March – “Squad, Left – TURN” (called on the right (left) foot)

- a) purpose – changes the formation of the division and the direction that the division marches by 90° to the left.
- b) This order is broken into 3 movements:
- c) 1<sup>st</sup> Movement – called as the right (left) foot touches the deck

take a 35 cm pace with the left (right) foot  
continue swinging the arms as in the Quick March

- d) 2<sup>nd</sup> Movement
  - i. bend the right (left) knee so that the upper leg is parallel to the ground
  - ii. cut the arms into the side as in the position of attention
  - iii. force shoulders 90° to the left (right) to face in the new direction
  - iv. at the same time, pivot on the ball of the left (right) foot 90° to the left (right) and straighten the right (left) leg to assume the position of attention

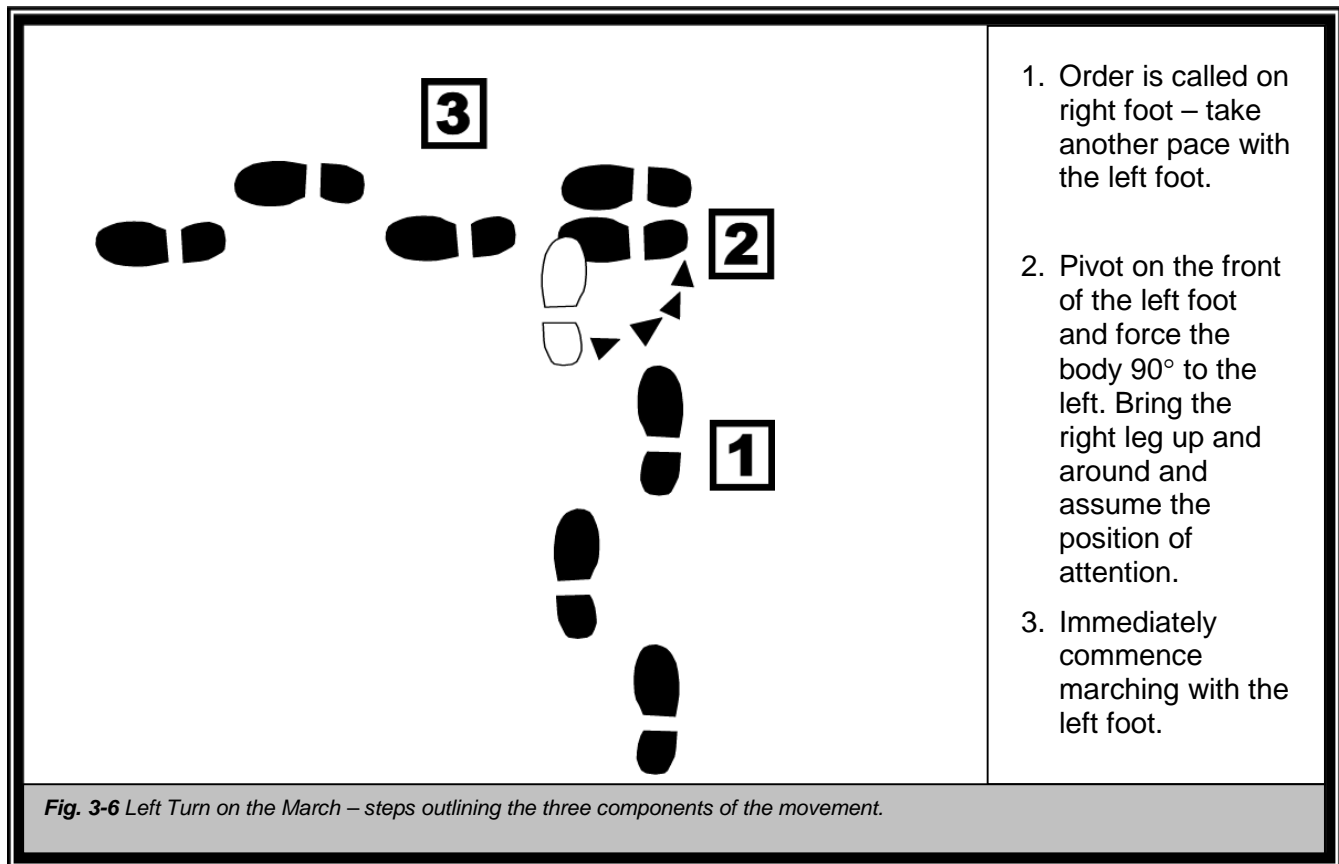


**NOTE:** It may seem difficult to keep your balance, but once the complete movement is practiced, your momentum will make things easier.

e) 3<sup>rd</sup> Movement

take a 35 cm pace with the left (right) foot  
swing the right arm forward and left arm to the rear as in the Quick March  
continue marching

- f) Timing – when the three movements are combined, the timing for the order is  
“check...pivot...left...right...left”



### 3.07 Saluting on the March – “Division, To the Right (Left) – SALUTE” (called on left foot)

a) purpose – to pay compliments to officers, the Canadian Flag, etc.

b) This order is broken into 5 movements:

c) 1<sup>st</sup> Movement (called on left foot)

- i. take a 75 cm pace with the right foot
- ii. continue swinging arms as in the Quick March

d) 2<sup>nd</sup> Movement

- i. take a 75 cm pace with the left foot
- ii. cut the arms to the side as in the position of attention
- iii. at the same time, bring the right arm up to the salute position
- iv. turn the head and eyes to the right (without straining)
- v. push the right arm back so that the centre finger is still in line with the outer edge of the right eyebrow

e) 3<sup>rd</sup> Movement

- i. take four 75 cm paces
- ii. hold the right arm in the Salute position
- iii. remain looking to your right

f) 4<sup>th</sup> Movement

- i. take a 75 cm pace with the right foot
- ii. cut both arms into the side as in the position of attention
- iii. snap the head and eyes to the front

g) 5<sup>th</sup> Movement

continue marching

h) Timing – when the movements are combined, the timing for the order is “check...up...2...3...4...5...down...swing” (in succession with every pace)

NOTE (1): When approaching an officer, begin the salute 5 paces before passing him/her. The salute is complete once you are 1 pace past the officer.

NOTE (2): When saluting to the left, the only difference is that the head and eyes move to the left instead of the right, and that the right arm moves to the left so that the centre finger is still in line with the outside edge of the right eyebrow.



### **3.08 Eyes Right (left) – “Division, Eyes – RIGHT (LEFT)” (called on the left foot)**

- a) purpose – to pay compliments on the march when a member of a division
- b) This order is broken into 2 movements:
- c) 1<sup>st</sup> Movement
  - take a regular pace with the right foot
- d) 2<sup>nd</sup> Movement
  - i. take a regular pace with the left foot
  - ii. snap the head and eyes to the right (left) without straining
  - iii. continue marching
- e) Timing – when the movements are combined, the timing for this order is “check...over”

**NOTE:** When a division is given an eyes right (left), the right (left) marker continues to look forward.

### **3.09 Eyes Front– “Division, Eyes – FRONT” (called on the left foot)**

- a) purpose – given after an Eyes Right (or left) to resume marching.
- b) This order is broken into 2 movements
- c) 1<sup>st</sup> Movement
  - take a regular pace with the right foot
- d) 2<sup>nd</sup> Movement
  - i. take a regular pace with the left foot
  - ii. snap the head and eyes to the front
  - iii. continue marching
- e) Timing – when the movements are combined, the timing for this order is “check...over”



## **Chapter 4 - Drill Instruction**

### **4.01 Instructor's Appearance and Bearing**

- a) Since example is imitated, the instructor's appearance and bearing must be of the highest standard. When conducting drill instruction, the instructor shall stand at attention unless it is necessary to demonstrate or to check an individual. The instructor shall execute all movements correctly and smartly.

### **4.02 Demonstrations**

- a) Demonstrations shall be planned so that the division can see the position or movement. All demonstrations shall be correct. Excessive demonstration is a common fault and should be avoided.

### **4.03 Checking**

- a) Constant checking and positive reinforcement is essential for detecting faults and encouraging improvements. An instructor shall not strike or push members of the division. This does not preclude the instructor, without being offensive, from assisting in the correction of a cadet's position.

### **4.04 Vocabulary**

- a) Use short, concise words to impress upon the division that the movement must be performed smartly. For example, the words "drive" and "grasp" suggest the degree of smartness required. Profanity or personal sarcasm shall never be used.

### **4.05 Rest Periods**

- a) In the early stages, the cadets should not be kept in any one position long enough to produce strain and fatigue. Periods of drill at the halt shall be interspersed with movements on the march at appropriate intervals to keep the cadets alert, exercise the muscles, and as a result, produce a high standard of drill.

### **4.06 Instructor Faults**

- a) Faults made by an instructor and noted by a superior shall be corrected as soon as possible. The instructor shall not be corrected within earshot or sight of the division.

### **4.07 Sequence of a Drill Lesson**

- a) The procedures used by Navy League Cadets to instruct drill periods is outlined in Annex A to this chapter.

<b>HOW TO CONDUCT A DRILL PERIOD</b>	
<b>Introduction</b>	<ol style="list-style-type: none"> <li>1. Stand the division at ease</li> <li>2. Introduce yourself and state the movement to be taught</li> <li>3. Stand the division easy</li> <li>4. State the purpose for the movement (there is always a reason)</li> <li>5. Demonstrate the complete movement, calling out the time</li> </ol>
<b>Movement Breakdown</b>	<ol style="list-style-type: none"> <li>1. Demonstrate the first part of the movement.</li> <li>2. Explain how the first part of the movement is done</li> <li>3. Give the division the opportunity to ask questions</li> <li>4. Practice the division on the first movement if required: <ul style="list-style-type: none"> <li>• collectively</li> <li>• individually</li> <li>• collectively</li> </ul> </li> <li>5. Teach the second and each subsequent movement following the sequence described above</li> </ol>
<b>Complete Movement</b>	<ol style="list-style-type: none"> <li>1. Give two complete and final demonstrations</li> <li>2. Practice the complete movement, with the instructor calling the time</li> <li>3. Practice the complete movement, with the cadets calling the time</li> <li>4. Practice the complete movement, with the cadets judging the time</li> </ol>
<b>Conclusion</b>	<ol style="list-style-type: none"> <li>1. Restate movement and purpose</li> <li>2. State level of achievement for the lesson</li> <li>3. State the next lesson</li> </ol>

## CHAPTER 5 - Parade States

### 5.01 FORMATIONS:

#### Formation of the Squad

The formation of the Squad or Division is an essential part of the parade state. Markers may be set. The number of cadets determines the line:

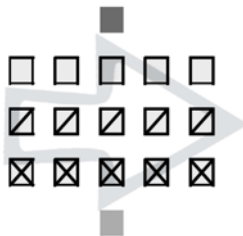
- i. Five or fewer cadets form a single rank
- ii. Six to Nine cadets form up in two ranks
- iii. Ten or more cadets form up in three ranks

#### March in Line



When a division is formed up in line, the Divisional Officer will be positioned three paces in front and centre of the division. The Divisional Petty Officer will be three paces in rear and centre of the division.

#### March in Column of Three



A division in column of threes is in the same formation as when in line, but facing a flank (side) instead of the front or rear.

#### March in Column of Route



Column of route is similar to column of threes except that your Divisional Officer is two paces in front of the centre single file of the division. The Divisional Petty Officer is two paces in rear of the centre single file of the division. Column of route is the formation most commonly used when marching as a division

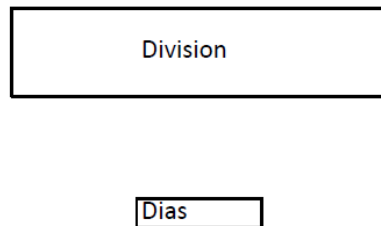
## 5.02 POSITIONING

Divisions are normally lined up in Companies. Depending on the number of cadets in the Corps, there may be one company (A) or two (B). When there are specialized Divisions, the formation varies slightly. Many Corps will have a Division, a Band and possibly a Colour Party.

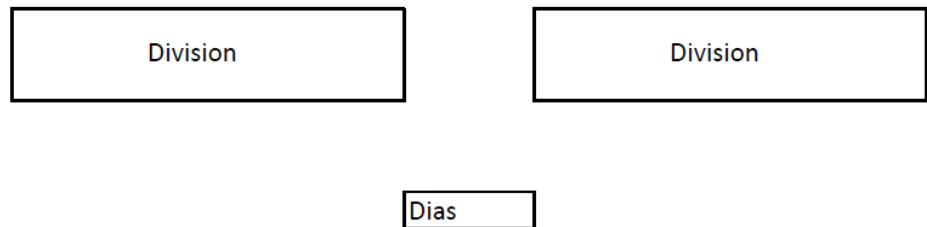
When a Colour Party is used, it takes the position at the front and centre of the parade. The Band is usually at the rear and depending on the size of the Corps on the left flank, or if two companies, in the centre. Available space may also dictate positioning.

Some examples;

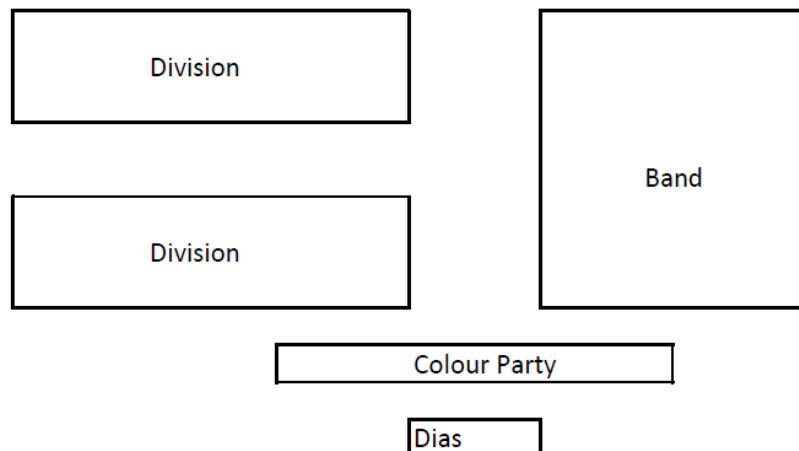
Single Division:



Two Divisions:



Two Division with Band:



## **5.03 FORMAL INSPECTION PROCEDURES**

### **GENERAL**

1. The aim of an inspection is, at least in part, to put on a co-ordinated display for the cadet parents and the general public. That cannot be done unless all participants know what to expect. This guide is a basis for procedures that everyone can expect, unless otherwise directed.
2. The object of the Ceremonial Parade is to enable the Inspecting Officer to judge the standard of the corps by observing the cadets on parade, their cleanliness and correctness of uniform, their discipline, alertness, concentration, and bearing.
3. The general procedures should be: Corps Chiefs and Petty Officers do the initial Corps fall in, record attendance, etc. Then, the Officers fall in, do an initial inspection, colours and prayers. After the Reviewing Officer arrives, divisions are reported and inspected, march-past, etc. The awards presentation may be done before or after the displays, provided that the speeches do not exhaust the cadets on parade. (See Paras 18 and 28).

### **DRESS**

4. Officers are to be in full uniform with medals and name tags. Cadet Instructors should be in appropriate dress and any other volunteers in appropriate civilian attire, IE. dress jacket and tie or suitable dress or skirt. Cadet Volunteers are to be in full uniform. Cadets are to be in full uniform. Those cadets in the Colour Party or executive positions are to wear white gaiters; the Corps Chief may wear a 'Gunner's chain and whistle'; and the Quartermaster may wear a 'Boatswain's Call and chain'.

### **RECEPTION**

5. All guests should be seated before the Reviewing Officer (RO) arrives. An announcer should be ready to introduce the RO before his arrival, and tell the spectators when to stand (during general salutes) or be seated. An Officer should be present at the Reception Area, to escort invited guests, especially the RO's spouse to their assigned seat.
6. The Commanding Officer and Branch President should meet the Division President and Inspecting Officer at least 20 minutes prior to the parade to review the final parade plan. The Reviewing Officer should be asked to arrive ten minutes prior to the start of the parade to meet the other members of the Reviewing Party. This will allow enough opportunity to review what each member is expected to do during the parade.
7. The Reviewing Party consists of the: Reviewing Officer, Commanding Officer, Division President and the Branch President. The Inspecting Officer, who is not part of the Reviewing Party (unless the RO is performing both roles), is free to move discreetly about observing the parade. On the dais the RO should be in the centre, the CO two paces behind and to the right of the RO, the Division President and Branch President may sit in their assigned seats.

## PARADE PROCEDURE

8. At the time ordered for the Parade, the corps is to be formed up "in line" (Divisions beside each other) and at the "open order". Supernumerary Officers and CI's will line up left of the dais (facing the parade), the Chief will be on the right. When the RO arrives the XO will bring the parade to "attention". If a colour party is present the Commander will command "COLOUR PARTY – CARRY COLOURS."
9. When the RO has reached the dais the XO may order "PARADE - GENERAL SALUTE". The band starts playing, if present. All Officers and Cadets filling executive positions salute at the order.

## INSPECTION

10. The XO will stand the parade 'at ease'. The Inspecting Party will take up positions with the RO nearest the rank being inspected, the Division Officer beside the RO, the Division President behind the RO, the Chief beside the Division President, the CO behind the Division President, and the Branch President beside the CO.
11. As the RO moves towards the first Division, the Division Officer moves to the Division's right flank facing the RO, salutes him, and reports "{OFFICER RAND} {JOHN DOE} REPORTING {SAGUENAY DIVISION}, {1ST} YEAR CADETS, READY FOR YOUR INSPECTION, SIR", OR {AS APPLICABLE}.
12. After the inspection, the RO returns to the dais and the Inspecting Party returns to their position at the dais. Then the XO reports to the RO and requests permission to carry out the March-past.

## MARCH-PAST

13. The XO will order "PARADE - CLOSE ORDER MARCH". Then he will command "NLCC \_\_\_\_\_ WILL MARCH PAST IN COLUMN OF ROUTE AT FIVE PACE INTERVALS, COLOUR PARTY LEADING; MOVE TO THE RIGHT IN COLUMN OF ROUTE, RIGHT TURN". When those in executive positions have moved to their positions he will command "NLCC \_\_\_\_\_ -BY THE LEFT, QUICK MARCH". Approaching the dais he gives the command "IN SUCCESSION BY DIVISIONS, EYES RIGHT". Each Division Officer orders "EYES RIGHT" as he approaches the dais and "EYES FRONT" once the rear of his Division is past it. The XO and Chief salutes with the first Division. On returning to positions in front of the dais, the XO commands "MARK TIME", and then, "HALT; ADVANCE IN LINE, LEFT TURN". The band, if present, will return to its original position and the XO will order "PARADE - RIGHT DRESS".

## ADVANCE AND GENERAL SALUTE (Optional)

14. After the "right dress", the XO may order "NLCC \_\_\_\_\_ WILL ADVANCE IN REVIEW ORDER; BY THE CENTRE, QUICK MARCH", and the parade will march forward 7 paces. Then he will order "NLCC \_\_\_\_\_ - GENERAL SALUTE". All Officers and Cadets in executive positions will salute as described in Para. 10. The XO

will report to the RO and “request permission to proceed with the presentation of awards”. After returning to his position, he will order “PARADE - STAND AT EASE”.

## **AWARDS**

15. The presentation of awards is the highlight of the year's activities for those concerned. The procedures to be followed should be planned and rehearsed to avoid awkwardness, save time, and impress those present with a smooth-running performance, yet stress the moment for recipients.
16. The following suggestions might help:
  - a. Corps should be stood at ease, and if a band is present they should ground instruments.
  - b. Recipients should be briefed on the order in which they will receive their awards, and, if practicable, be in the front rank;
  - c. Ensure that all recipients are on parade (absentees should be removed from the announcer's list);
  - d. Have an announcer (an Officer or Instructor), with a public address system if possible, to explain the awards and call the Cadets forward to receive them;
  - e. The announcer describes the award and announces the winner's name. The winner marches forward, halts one pace before the presenter, and salutes (even though the presenter might be a civilian or not in uniform). Then he/she accepts the award with the left hand, shakes hands with the right, and thanks the presenter. Poses for picture. Then the Cadet steps back, salutes, turns left, hands the award back to the presenter, or to an assistant waiting to place the award on a display table, and returns to his/her place in the Division.
  - f. This can be a long night for cadets. Many Corps have an awards banquet or promotion parade to give the majority of the awards, leaving the highest ones for presentation at the ACR.

## **SPEECHES**

17. On completion of the presentations, the CO will introduce the RO who should address the parade briefly. After the RO's address the CO will introduce the Division President, Branch President, then the Branch President and the CO will provide the final address. If other dignitaries are present they should be invited to “say a few words” after the displays (see para. 32), as the cadets are still on parade, and probably anxious to get on with the displays, etc. Another option for speeches is described in para. 28.
18. On completion of the speeches, the XO will order “PARADE, ATTENTION”, march forward, salute the RO and “REQUEST PERMISSION TO DISMISS THE PARADE AND PREPARE THE DISPLAYS”. He/she will dismiss the parade and instruct the cadets to proceed to their demonstrations.
19. The CO or announcer will announce that this portion of the Inspection is completed, and that spectators are invited to view the displays. He should ask the spectators to follow the RO and the Reviewing Party. If there are any dynamic displays, such as drill, they should be done first so the spectators can watch from their seats. The CO should lead the Reviewing Party through the displays.

## **DEMONSTRATIONS AND DISPLAYS**

20. Properly planned displays are a vital part of the Annual Inspection. In addition to being of interest to parents and guests, they let the cadets demonstrate the quality and variety of the corps training. To be successful they must be co-ordinated, rehearsed, and reflect actual corps activities.
21. COs and Corps staff should decide the number and type of displays with input from the cadets. The officer staff should monitor the display planning and give suggestions or assistance as required, however a group of cadets with a Cadet PO in charge should be assigned the planning and presenting of each display. The Cadet PO should introduce and explain the various aspects of the display while it is being presented.
22. Physical activity demonstrations should form only part of the program. While precision drill or physical training is impressive, it reflects only part of the training. Therefore, cadets are advised not to expend all their efforts on these activities.
23. All cadet groups should set up their displays at the same time and remain with the display for the duration of the presentation. The displays should be arranged so that the Reviewing Party can move from one display to another in a logical sequence with the other spectators following behind. The main presentation should be given for the RO; however, cadets should be prepared to discuss their displays with other spectators.
24. Demonstrations and displays might include drill, band, basic first aid, syllabus and training material, and other special activities and/or hobbies. A Corps organization chart might be displayed also. Cadets who have been to a camp or on a tour or excursion may present a short description of it. Posters, pamphlets, etc., from the place visited should be used as aids.

## **SUNSET (OPTIONAL)**

25. The Sunset Ceremony (lowering of the National Flag) may be carried out to round out the Inspection activities, but it should be remembered that the cadets may be hot and/or tired and a dismissal will suffice.

## **SPEECHES - OPTION**

26. The speeches described in para 18 may be made after the displays and Sunset Ceremony. If this procedure is adopted, all the cadets are to be formed in one large Division in front of the dais (guard and band are not to form separately). The guests and spectators will be invited to return to their places. The Official Party will speak as described in para 18. On completion of the speeches the Reviewing Party will depart, and the cadets will be dismissed.

## **INSPECTION OF CORPS QUARTERS**

27. The inspection of the Corps' facilities after the parade should be as brief as practicable. The Reviewing Party should be invited to tour (rather than inspect) the facilities. The inspection should be done by the IO at a time convenient to all concerned.



## REFRESHMENTS

28. It is common practice for the Branch Executive, an Auxiliary Committee, Cadet Parents or others to offer refreshments to the Official Party, invited guests, spectators and Members of the Corps after the (Annual) Inspection. If refreshments are to be available, nobody should have access to them until after the Inspection is completed.
29. Protocol requires that the Reviewing Party be given first access to refreshments. After that, the cadets should be given preference as it is they who have performed during the Inspection. It would be prudent to position an Officer, Instructor or Branch Member at any table of treats to deter overzealous indulgence, and attempt to ensure that available quantities are enough for all guests.
30. A gathering of Officers, Instructors, Cadets, parents, Members of the Branch and others after the parade is an excellent time for local sponsors and dignitaries who are not members of the Official Party to “bring greetings” or “say a few words” to the Corps in an informal atmosphere.
31. If a post inspection reception is to involve any alcoholic beverages, organizers must make absolutely certain that Cadets are not in the room where alcohol is being served, and they are not kept waiting outside for parents or drivers who are inside socializing. They should also attempt to see that Corps Officers, Instructors and Cadet Parents are not ignored and left to do the clean-up while the Reviewing Party, VIP's and other guests leave to socialize among themselves.

#### **5.04 CHANGE OF COMMANDS**

Generally a change of command is conducted as a formal parade with two inspections. These inspections should be quick. The first inspection is conducted by the outgoing Commanding Officer, after which, the outgoing Commanding Officer, incoming Commanding Officer and Sr. Presiding Officer will sit and sign the Change Certificates.

Change Certificates should be printed in three (1-outgoing CO 1-incoming CO 1-Corps) and all signed at a table at the front. After which, the incoming CO will assume the dias as CO and perform his/her first inspection. Again, the inspection should be quick.

Change of Command can be combined with another parade and performed prior to sunset so that the 'retire' is close to follow, and Cadets are not on parade too long.